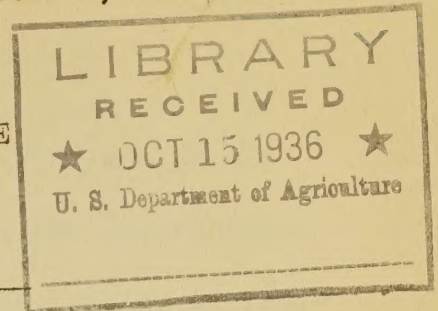


Issued October 5, 1936.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION



INSTRUCTIONS AND PROCEDURE RELATIVE TO  
HANDLING APPLICATIONS FOR PAYMENT AND  
RELATED FORMS UNDER THE PROVISIONS OF  
THE 1936 AGRICULTURAL CONSERVATION  
PROGRAM IN THE NORTH CENTRAL REGION

For Use of State Committees

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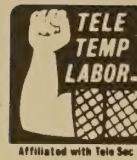
GENERAL

There will be established in each State office in the North Central Region a section to be known as the Application for Payment Section. The function of this Application for Payment Section will be the handling of applications for payment and related forms from the time they are received in the State office until they are submitted to the General Accounting Office.

Members of the State Committee and clerks in the State office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions issued relating to the 1936 Agricultural Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. When there is a question relative to the procedure to be followed in any case, such question should be referred to the immediate superior.

Changes or corrections must not be made on any form used in connection with the 1936 Agricultural Conservation Program unless such changes or corrections are specifically authorized by these instructions. In making any corrections authorized by these instructions, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

The following definitions are used herein in addition to the definitions contained in NCR-B-1, revised, as of September 17, 1936:



## TODAY'S REMINDER

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NCR 20



1. COUNTY BLOCK means all applications for payment and related forms which are received in the State office from one county at one time.
2. PRIORITY BLOCK NUMBER means the number assigned to a county block.
3. LOT means a group of not more than 100 applications for payment from the same county.
4. LOT NUMBER means the number assigned to a lot.
5. SUSPENDED CASE means any application for payment which is not acceptable for payment without correction, together with the forms related thereto.
6. APPLICATION FARM means any farm, data for which are listed on NCR-12, and any farm, data for which are listed in a block of NCR-15 and not marked "N.A.F."
7. NON-APPLICATION FARM means any farm, data for which are listed in a block of NCR-15 and marked "N.A.F."

Applications and other related forms should be handled in the Application for Payment Section, by county blocks, in the order of their receipt.

The application for Payment Section shall be divided into seven units. The work performed in any one unit shall be considered as an operation which will consist of one or more steps. The following is a brief outline of the steps performed in each operation:

1. Acceptance Unit: To spot-check the computations on summaries of performance; to spot-check data on





applications for payment against data on corresponding summaries of performance; to return to the county any transmittal of applications for payment and related forms which appear upon examination to be incorrectly or incompletely executed; and to release to the Receiving and Files Unit any transmittal of applications for payment and related forms which appear to have been properly executed.

2. Receiving and Files Unit: To stamp all forms with the date of receipt; to prepare and maintain county progress records; to prepare lot records; to release applications for payment and related forms to the Examination Unit; and to file copies of computation sheets which are received from the Statistics Section in the State office.
3. Examination Unit: To check the bases, yields, and productivity indexes on applications for payment against the approved bases, yields, and productivity indexes on the listing sheets, MCR-6; to check applications for payment against summaries of performance when requested to do so by the Acceptance Unit; to determine the acceptability of signatures on applications for payment; to designate the names of payees as they should appear on checks; to detach and forward to the Statistics Section of the State office the summaries of performance attached to acceptable applications; to release acceptable





applications for payment to the Entry Unit; and to release suspended cases to the Application Clearance Unit.

4. Entry Unit: To transfer the figures from applications for payment to computation sheets; to review the figures entered on computation sheets; and to release applications for payment and related forms to the Computation Unit.
5. Computation Unit: To make and enter on the computation sheet all computations which are necessary to determine the amount of payment due an applicant; to review computations; to transfer amounts of payment from computation sheets to applications for payment; to certify applications for payment; and to release applications for payment, computation sheets, and related forms to the Payment Schedule Unit.
6. Payment Schedule Unit: To prepare, check, and approve payment schedules; to prepare and approve vouchers for payment; to prepare Schedules of Disbursements; to release applications for payment, originals of computation sheets, originals and copies of payment schedules, vouchers, and Schedules of Disbursement to the General Accounting Office; and to release copies of computation sheets, and copies of payment schedules, vouchers, and Schedules of Disbursement to the Accounting Section of the State office.





7. Application Clearance Unit: To notify county committees of corrections which have been made on transmittal sheets; to request the corrections necessary to clear suspended cases; to perform all necessary checking, entry, and computation operations in connection with suspended cases for which corrected applications for payment have been received; and to release corrected applications for payment and related forms to the Payment Schedule Unit.

Persons who handle the mail received in the State office will, upon receipt of a transmittal of applications for payment and related forms, forward such transmittal to the Acceptance Unit. Any mail received in the State office directed to the Application Clearance Unit will be transmitted directly to the Application Clearance Unit. Likewise, any mail received in the State office relative to suspended cases or the status of any case will be forwarded directly to the Application Clearance Unit.

The following forms are to be used in connection with the procedure and instructions set forth herein. A sufficient supply of these forms will be furnished to each State office.

1. Record Form No. 1. A record of the contents and progress of all county blocks and lots from each county.
2. Record Form No. 2. A record of the contents and progress of a lot, and a record of the persons handling such lot in each unit.
3. Record Form No. 3. A record of the release of a county block or lot from one unit to another.





4. Record Form No. 4. A notice of the suspension of an application for payment.
5. Record Form No. 5. A notice of any corrections which are made on a transmittal sheet, NCR-13.
6. Record Form No. 6. A request to the Receiving and Files Unit for any application for payment or other form which is needed in the examination of another application for payment or related form.





PART I - ACCEPTANCE UNIT  
(Operation No. 1)

The Acceptance Unit will consist of one or more responsible persons who shall determine whether the forms NCR-12 or NCR-15 included in each transmittal accurately reflect the basic data taken from NCR-6 and the performance on farms covered by such forms NCR-12 or NCR-15, and whether such forms have been prepared, signed, and certified in such a manner as to warrant their acceptance for a determination of the amount of payment to be made in connection therewith.

In making this determination, the Acceptance Unit may spot-check the additions on forms NCR-11 and NCR-11a; spot-check bases, yields, and productivity indexes in Table II on Forms NCR-11 and NCR-11a against the approved bases, yields, and productivity indexes on form NCR-6; spot-check 1936 planted acreages on forms NCR-12, NCR-15, and NCR-17 against 1936 planted acreages on forms NCR-11 and NCR-11a; and spot-check signatures on forms NCR-12, NCR-15, and NCR-17 against typed names on forms NCR-12, NCR-15, and NCR-17 and against the typed names on NCR-13. Where tobacco is grown in a county a spot-check should be made to determine that the name of the type of tobacco is entered in the appropriate columns on forms NCR-12 and NCR-15.

As a further check on the acceptability of a transmittal, the following determinations should be made in connection with a sample of forms NCR-11:

1. If the total soil-depleting base entered in item 6, column (b) of Table II is equal to or less than the entry in item 15, column (b) of Table I, determine that the entry in item 16, column (b) is zero, or





2. If an entry other than zero appears in item 16 column (b) of Table I, determine that such entry is not in excess of a figure obtained by subtracting from the total soil-depleting base the entry in item 15, column (b) of Table I.
3. If item 27, column (c) is equal to or less than item 27, column (b), determine that a zero has been entered in item 16, column (c).
4. If the sum of item 16, column (c) and item 27, column (c) is greater than the sum of item 16, column (b) and item 27, column (b), determine that item 27, column (c) is equal to item 27, column (b).

If the examination and spot-checks of forms NCR-12, NCR-15, and NCR-17 and related forms reveal that any considerable number of errors was made in the execution of such forms NCR-12, NCR-15, and NCR-17 and related forms included therein, the transmittal should not be accepted, but should be returned to the county. The county committee should be requested to recheck computations on forms NCR-10, transfers from forms NCR-10 to forms NCR-11, and transfers from forms NCR-11 to forms NCR-12 or NCR-15. The attention of the county committee should be called to the types of errors appearing on the various forms.

In the event that a transmittal of forms NCR-12 or NCR-15 is returned to the county, stamp or write the word "rejected" and the date of such rejection on the first sheet of the original and the first sheet of the copy of forms NCR-13 for such transmittal. File the copy of such form NCR-13 in a "Rejected Transmittals" file in the Acceptance Unit and return the original of such form NCR-13 to the county committee with forms NCR-12 or NCR-15 and





related forms. Request the county committee to prepare a new set of forms NCR-13 when resubmitting the rejected transmittal.

If the examination and spot-check of forms NCR-12, NCR-15 and related forms do not reveal any errors in such forms, stamp or write the word "accepted" and the date of acceptance below the form number on the first sheet of the original and the first sheet of the copy of form NCR-13. Such acceptance shall be initialed by the person in charge of the Acceptance Unit. File the copy of form NCR-13 in an "Accepted Transmittals" file in the Acceptance Unit and release the original of NCR-13, the forms NCR-12 and NCR-15 and related forms, to the Receiving and Files Unit.

If the examination and spot-check of forms NCR-12, NCR-15 and related forms do not reveal a sufficient number of errors to warrant returning the transmittal to the county, Record Form No. 4 should be prepared and attached to each form NCR-12 or NCR-15 in connection with which an error has been found. If relatively few errors have been found on NCR-11, such errors should be noted on Record Form No. 4 and attached to the NCR-12 or NCR-15 covering the NCR-11 in connection with which the errors were found. If the initial spot-check of forms NCR-11 reveals any considerable number of errors in the preparation of such forms, particularly in connection with the entries in items 16 and 27 of Table II, a second sample of NCR-11 should be checked. If the second sample indicates that such errors are being made consistently, but are not sufficient in number to warrant returning the transmittal to the county, stamp or write the word "accepted" and the date of acceptance below the form number on the first sheet of the original and the first sheet of the copy of forms NCR-13.



Such acceptance shall be initialed by the person in charge of the Acceptance Unit. Write the words "Complete examination of NCR-11 necessary" immediately below such acceptance. File the copy of NCR-13 in the "Accepted Transmittals" file, and release the originals of forms NCR-13 and the applications covered by such transmittal to the Receiving and Files Unit.

County Committees have been instructed to attach the original of NCR-11 to the first NCR-12 or NCR-15, that is transmitted by the county on NCR-13, to which such NCR-11 refers. The Acceptance Unit shall make a spot-check to determine that an NCR-11 is transmitted for each NCR-12 and for each block of each NCR-15 in a transmittal or is on file in the Statistics Section. If such check reveals that any considerable number of such forms NCR-11 have not been received in the State office, such transmittals should be retained in the Acceptance Unit until such forms NCR-11 are received. In such cases the county committee should be requested to forward such forms NCR-11 to the State office immediately, indicating that such forms NCR-11 are applicable to a transmittal of forms NCR-11 or NCR-15 being held in the Acceptance Unit.

If the spot-check reveals (1) that any forms NCR-11 relating to forms NCR-12 and NCR-15 in a transmittal are missing, but the number of such forms NCR-11 is not sufficiently large to warrant holding the transmittal in the Acceptance Unit and requesting the county committee to forward the forms NCR-11 for such transmittal, and (2) a complete examination of such forms in the Examination Unit is necessary, the transmittal should be accepted. The county committee should be requested to check the forms NCR-13 for such transmittal in its files, and to forward to the State office all forms NCR-11 relating to such transmittal not already forwarded.





PART II - RECEIVING AND FILES UNIT

(Operation No. 2)

The personnel of the Receiving and Files Unit shall consist of receiving clerks, record clerks, and file clerks. All clerks in this unit shall use lead pencil.

I. Instructions to Receiving Clerks.

1. When a transmittal of Forms NCR-12 or NCR-15 is received from the Acceptance Unit, stamp immediately to the right of the form number the date of receipt on each sheet of each form received from the Acceptance Unit.
2. Two clerks working together shall check the serial numbers of Forms NCR-12 and NCR-15 against the serial numbers listed on NCR-13. Enter a check mark (✓) in the left-hand margin of NCR-13 opposite each serial number for which there is in the transmittal an NCR-12 or NCR-15 with a corresponding serial number.
  - a. If an NCR-12 or NCR-15 is received and the serial number of such form is not listed on NCR-13, enter on NCR-13 such serial number and the name of the applicant. Initial NCR-13 to the right of the serial number. If any correction has been made on NCR-13 with respect to a Form NCR-12 or NCR-15 prepare Record Form No. 5. Enter on such record form in columns (a), (b), and (c), the information shown on such NCR-13 before correction and enter on the same line in columns (d), (e), and (f), the information shown on NCR-13 after correction.





- b. If an NCR-12 or NCR-15 is missing for a serial number which is listed on NCR-13, draw a line through the serial number and all data opposite such serial number, and initial the deletion. Indicate in column (a) of Record Form No. 5 the State and county code and serial number of the missing application and on the same line on the right half of such form enter the words "application not in transmittal".
- c. When two applications for payment have the same serial number, refer such forms to the person in charge, who will determine whether they refer to the same farm or to different farms. If it appears that both forms have been executed by the same person and cover the same farm, prepare Record Form No. 4 for each such NCR-12 or NCR-15, indicating thereon the State and county code and serial number, the name of the applicant, and the apparent duplication, and attach such Record Form No. 4 to each such NCR-12 or NCR-15. If it is determined that the two applications for payment refer to different farms, the person in charge shall assign a new serial number to one of such Forms NCR-12 or NCR-15. The first serial number so assigned to an NCR-12 in a county shall be 8001; to an NCR-15, 9001 to an NCR-12 or NCR-15 which bears the notation "Cotton Farm" or "Share-Cropper Farm" in line 9 of Section II, 9501. The person in charge shall assign subsequent serial numbers consecutively and shall maintain a record of serial numbers so assigned for each county. Enter such new serial number on NCR-13 and on the appropriate NCR-12 or NCR-15 and related forms,



and indicate on Record Form No. 5 the original and the new serial numbers and the name of the applicant.

- d. If the State and county code has not been entered on NCR-12 or NCR-15 and related forms, make such entry. If a serial number has not been entered on NCR-12 or NCR-15 and related forms, determine from NCR-13 the correct serial number for such form and enter such serial number in the space provided therefor.
- e. If an NCR-12 or NCR-15 and related form is received and the State and county code and serial number are missing from both the form and NCR-13, prepare Record Form No. 4 indicating thereon these facts and attach such Record Form No. 4 to such application.
- f. After all the corrections made on the Forms NCR-13 in a transmittal have been entered on Record Form No. 5, transmit such form to the Application Clearance Unit.
- g. A list of persons indebted to the United States Government by reason of an overpayment on a corn-hog or other commodity contract will be furnished each State office. Using this list, check the NCR-13 to determine whether any such persons have made applications for payment under the 1936 Agricultural Conservation Program. If there appears on the NCR-13 the name of a person shown on such a list, prepare Record Form No. 4 indicating the State and county code and serial number of the suspended case and the reason for such suspension and attach it to the Form NCR-12 or NCR-15 and related forms executed by such person.





3. Arrange all Forms NCR-12 and NCR-15 and related forms in the transmittal in application serial number order.
4. The person in charge shall assign priority block number 1 to the first transmittal of Forms NCR-12 or NCR-15 accepted. Subsequent transmittals from the various counties shall be numbered consecutively in the order of receipt of such transmittals, without regard to State and county codes. For example, if the first transmittal accepted is from Washington County, it shall be assigned priority block No. 1; if the second transmittal accepted is from Jefferson County, it shall be assigned priority block No. 2. Enter the assigned priority block number in the upper right-hand corner of the first page of NCR-13.
5. The person in charge shall keep a record of the priority block numbers assigned. This record shall be referred to as the "Priority Block Number Register".
6. Place the NCR-13 on top of the Forms NCR-12, NCR-15, and related forms in the transmittal and release the county block to the record clerk.

## II. Instructions to Record Clerk.

1. Before any county blocks are received in the Receiving and Files Unit, prepare a County Progress Record on Record Form No. 1 for each county in the State. Keep these forms in a loose-leaf binder.
2. Upon receipt of a county block from the receiving clerk, divide such county block into lots of not more than 100 Forms NCR-12 or NCR-15. Insofar as is possible Forms NCR-12





from the same minor civil division should be placed in the same lot. Prepare lot records in triplicate on Record Form No. 2. Assign the first lot in a county a ~~number be-~~ginning with No. 1 and number subsequent lots from such county consecutively. Enter in the first space in the upper right-hand corner the priority block number assigned to the transmittal. Enter in the second space in the upper right-hand corner the State and county code. Enter in the third space in the upper right-hand corner the lot number assigned to such lot. Immediately beneath the title of the form enter the name of the State and the name of the county. Enter in the next line in the first space the number of lots in the county block and enter in the next two spaces the first and last lot numbers, respectively, of such block. Enter in Section I, the serial numbers included in such lots. In listing serial numbers on the lot record, either (1) enter the first and last serial numbers and list the serial numbers of missing applications; for example, 101-200, inclusive, except Nos. 57, 68, and 93; or (2) list the serial numbers of the applications which are present, whichever is the more practicable. Enter in the last line in Section I in the space provided therefor, the total number of Forms NCR-12 and NCR-15 in the lot. If the notation "complete examination of NCR-11 necessary" appears on NCR-13 enter in all Record Forms No. 2 for such NCR-13 in Section I immediately following the words "Serial numbers included in lot," the phrase "Complete examination of NCR-11 necessary."



3. Enter in column (a) of the county progress record the priority block number. Enter in column (b) the lot numbers of the lots in the county block. Enter in column (c) the date of preparation of the lot records. Enter in column (i) the number of Forms NCR-12 and NCR-15 in each lot. Obtain a total for column (i) for each county block, entering such total in red pencil immediately below the last entry in column (i) for such county block. In the case of a subsequent transmittal or a request from the Application Clearance Unit for the assignment of a lot number, consult the county progress record before assigning such lot numbers and then assign the next succeeding number. In the case of a request from the Application Clearance Unit, enter in column (b) of the county progress record the lot number assigned. At the same time on the same line, enter in columns (a), (c), (d), (e), (f), (i), and (k), the letters "A. C. U."
4. Sign and enter the date in the space provided in Section III of the original and the two copies of each lot record and release the originals and first copies of all lot records and all Forms NCR-12, NCR-15, and related forms to the file clerk, by county blocks.
5. Place the original of each set of Forms NCR-13 from a county in a folder to be used as a permanent record of applications received. Place the second copies of the lot records in a separate folder.
6. File the folder containing the second copies of the lot records and the folder containing the originals of all Forms NCR-13 in





a file labeled "Control Record". Such control record shall be arranged by counties. The records for each county shall be arranged in the following order:

- a. Folder containing the originals of all Forms NCR-13.
  - b. Folder containing lot records in consecutive order.
7. Each unit which releases a county block will prepare Record Form No. 3 in duplicate for such block. The copy of Record Form No. 3 will be forwarded with the county block to the unit receiving such block. The original of Record Form No. 3 will be signed by the unit receiving the county block and will be transmitted to the record clerk. From the dates on such record form, enter on the county progress record the date of release of the county block or lot to each unit. For example, the date of release of a county block or lot to the Examination Unit is to be entered in column (d) of the county progress record. File the Record Form No. 3 from which such date is taken in a separate file. When a county block is released from the Examination Unit, the number of suspensions in each lot in the county block will be indicated on Record Form No. 3, which will be returned to the record clerk. Enter in column (k) of the county progress record for each lot, the total number of suspensions in such lot by the Application for Payment Section. The original of each lot record, showing the serial numbers of suspended cases will be returned from the Examination Unit to the record clerk. File such original lot records in the Control Record in place of the copies and destroy the copies. When the Record Form No. 3 showing the



release of a county block to the General Accounting Office is received by the record clerk, enter in column (h) of the county progress record the date shown on such Record Form No. 3, and enter in column (j) the number of Forms NCR-12 and NCR-15 released to the General Accounting Office. Such number will be shown in column (b) of Record Form No. 3 headed "Identification of Forms Released."

8. The Application Clearance Unit will prepare a Record Form No. 3 listing the serial numbers of all Forms NCR-12 and NCR-15 which were suspended by the General Accounting Office. The original of such Record Form No. 3 will be forwarded to the record clerk. Enter the serial numbers of the cases suspended in the General Accounting Office shown on such Record Form in Section IV of the appropriate lot records, and enter in column (l) of the county progress record for each lot, the total number of suspensions in such lot in the General Accounting Office.
9. When payments are made in connection with Forms NCR-12 or NCR-15 included in a lot, a schedule of disbursements, Form No. ACP-22 will be transmitted to the State office by the Disbursing Office of the Treasury Department. From the information shown on such schedule of disbursements, enter on the county progress record for each lot in columns (m) and (n) the Disbursing Office Voucher number and the date paid, respectively.
10. When suspended cases are cleared in the Application Clearance Unit, such cases will be released by lots directly to the Pay-





ment Schedule Unit. A lot, in such instances, will consist of as many cases from the same county, not in excess of 100, as can be conveniently cleared at one time. The Application Clearance Unit will prepare Record Form No. 2 for such lot in duplicate and forward the original of such lot record to the record clerk. File such lot record in the appropriate place in the control record and make the necessary entry in column (g) for such lot on the county progress record.

11. Upon receipt of a Record Form No. 6, original and first copy, determine whether the requested material is a Form NCR-11, NCR-12, NCR-14, NCR-15, NCR-16, NCR-17, NCR-18, or other form.
  - a. If the material requested is a Form NCR-12 or NCR-15, determine from the control record the location of such form.
    - (1) If the form requested is in the Receiving and Files Unit, or in the Examination Unit, withdraw such form from its place in the lot and insert in its place the original Record Form No. 6. Attach to the form requested the copy of such Record Form No. 6 and forward them to the person making such request. When the person who has requested such form has completed his examination of such form, he will return such form, together with copy of Record Form No. 6 to the record clerk. Upon receipt of such form and the copy of the attached Record Form No. 6, determine whether the lot in which such form was contained has been released to another unit or is still in the same unit. If such lot has been



released to another unit, forward such form, together with the attached copy of Record Form No. 6, to the Application Clearance Unit. If such lot has not been released to another unit, return the form which was requested, to the appropriate county block and destroy the original and copy of the Record Form No. 6. Any unfinished operations on such form in such unit shall be completed before such lot is released to the next unit.

- (2) If the requested NCR-12 or NCR-15 is in the Entry Unit, the Computation Unit, or the Payment Schedule Unit, withdraw such form from its place in the lot. Enter in Section II of the lot record accompanying the lot and in Section II of the appropriate lot record in the control record the serial number of such NCR-12 or NCR-15. Prepare Record Form No. 4 for each case, noting on the copy of such form "Return to Application Clearance Unit." Attach such Record Form No. 4 to the original of Record Form No. 6 and forward them to the Application Clearance Unit. Attach to the form requested the copy of Record Form No. 6 and forward them to the person making such request. When the person who has requested such form has completed his examination, he will forward such form, together with the attached copy of Record Form No. 6, to the Application Clearance Unit.

- b. If the material requested is a Form NCR-14, NCR-16, or NCR-18, determine the location of such form. If the copy of such form





is in the files of the Receiving and Files Unit, withdraw it, leaving in its place the original of Record Form No. 6. If the form requested is in the Statistics Section, obtain such form and leave in its place the original of Record Form No. 6. If the data from such form have not been recorded in the Statistics Section, note on the copy of Record Form No. 6 that the requested form is to be returned to the Statistics Section for the recordation of data therefrom. Upon return of the form with the copy of Record Form No. 6 attached from the person who requested it, forward them to the Statistics Section. If the data from such form have been recorded in the Statistics Section, upon return of such form with the copy of Record Form No. 6 attached from the person who requested it, destroy the attached copy of Record Form No. 6 and forward such NCR-14, NCR-16, or NCR-18, to the file clerk in the Receiving and Files Unit, who will file the form. If such form is located in the Receiving and Files, Examination, Entry, Computation, or Payment Schedule Unit, follow instructions outlined under paragraph a., withdrawing from the lot the requested NCR-14, NCR-16, or NCR-18, and all related forms.

- c. If the material requested is a Form NCR-11 or NCR-11a, determine the location of such form. If such form is attached to an NCR-12 or NCR-15, enter the serial number of such NCR-12 or NCR-15 on the original and copy of Record Form No. 6 and forward the original of such record to the Statistics Section. If such NCR-11 or NCR-11a is in the Statistics Section, withdraw such form and leave in its place the original of Record



Form No. 6. Attach to the withdrawn form the copy of Record Form No. 6 and forward them to the person making such request. When the Form NCR-11 or NCR-11a is received from the person who requested such form, forward it together with the copy of Record Form No. 6 attached thereto to the Statistics Section, regardless of where such form was obtained.

12. Prepare and transmit daily to the person in charge of the Application for Payment Section a report showing:

- a. Number of Forms NCR-12 and NCR-15 received in the Receiving and Files Unit on such day..
- b. Total number of Forms NCR-12 and NCR-15 received in the Receiving and Files Unit up to and including such day.
- c. Number of Forms NCR-12 and NCR-15 forwarded to the General Accounting Office on such day.
- d. Total number of Forms NCR-12 and NCR-15 forwarded to the General Accounting Office up to and including such day.
- e. Number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section on such day.
- f. Total number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section up to and including such day.
- g. Number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office on such day.





- h. Total number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office up to and including such day.
- i. Such information concerning the number of cases paid and the amount of payments as is available.
- j. Such other information as may be requested.

### III. Instructions to File Clerk.

- 1. Arrange all county blocks on shelves or tables in the order of priority block numbers.
- 2. Upon receipt of a request for work from the Examination Unit, withdraw the county block having the lowest priority block number. Prepare Record Form No. 3 in duplicate. Enter in the upper right-hand corner of such Record Form No. 3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Examination Unit," and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of Forms NCR-12 and NCR-15 in each lot of such county block. Release the county block, both copies of the Record Form No. 3, and the listing sheets (NCR-6) for the county, to the Examination Unit. The original of Record Form No. 3 will be signed by the Examination Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of such record form will be retained in the Examination Unit. If Forms NCR-6 for a county are not on file in the State office, do not release the county block to the Examination Unit. Notify the person in charge who will take the necessary steps to obtain such Forms NCR-6.



3. When the copies of Forms NCR-14, NCR-16, and NCR-18 are released by the Statistics Section to the Receiving and Files Unit, file such forms in application serial number order by counties.





PART III -- EXAMINATION UNIT

(Operation No. 3)

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, and review clerks. Checking clerks shall use blue pencil, examining clerks shall use green ink, and review clerks shall use purple ink. Instructions relative to the examination of NCR-17 and forms related thereto are contained in NCR-20a.

Upon receipt of a county block from the Receiving and Files Unit, Forms NCR-12 and NCR-15 and related forms shall be assigned to checking clerks by lots. Checking clerks shall work in pairs. When a lot is completed by a pair of checking clerks, it shall be assigned to an examining clerk. When a lot is completed by an examining clerk, it shall be assigned to a review clerk. Lots should be distributed in such a manner as to insure the completion of all lots in a county block at approximately the same time.

When an entry on NCR-12 or NCR-15 is found to be correct, place a dot above and to the right of such entry. Although an entry is found to be incorrect, complete the checking of all other entries. Examining clerks and review clerks shall examine and review all Forms NCR-12 and NCR-15 in a lot, including cases suspended by checking clerks. If, in the examination of a case suspended by a checking clerk, the examining clerk finds an additional reason for suspension, such reason should be indicated on the Record Form No. 4 attached to such NCR-12 or NCR-15.

Reference to all entries on NCR-12 and NCR-15 will be made by line number and column heading. For example, the entry in line 1, column (a) of Section II of NCR-12 or of any block of Section II of NCR-15 will be referred to as "1(a)".



I. Instructions to Checking Clerks.

1. Reference to column (2) or column (3), as the case may be, shall mean the column (2) or column (3) of NCR-6 on the line which has the same work sheet number in column (1) as is entered in the third line of Section 1 of NCR-12 or in the space provided for such work sheet number above each block of NCR-15. If, in making the entries in columns (2) and (3) of NCR-6 hereinafter set forth, it is found that an entry has already been made in such column (2) or (3), except as otherwise provided, prepare Record Form No. 4, indicating thereon the State and county code and application serial number of such NCR-12 or NCR-15, the reasons for suspending such case, and the number already entered in such column (2) or (3). Attach such Record Form No. 4 to the appropriate NCR-12 or NCR-15 and place such NCR-12 or NCR-15 on top of the lot. Two clerks working together shall make entries on NCR-6 as follows:
  - a. If the entry in 9(f) of NCR-12 is 100 percent, enter the application serial number of such NCR-12 in the upper right-hand corner of column (2) and enter "xxx" in the upper right-hand corner of column (3).
  - b. If the entry in 9(f) of NCR-12 is less than 100 percent, and if the name of the applicant on NCR-12 agrees with the name in either column (2) or column (3), enter the application serial number of such NCR-12 in the upper right-hand corner in column (2) or (3) in which such name appears.





- c. If the entry in 9(f) of NCR-12 is less than 100 percent and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3), enter the application serial number in the upper right-hand corner in column (2), and enter a check mark (✓) in the upper right-hand corner in column (3).
  - d. If the entry in 9(f) of NCR-12 is less than 100 percent and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3), and if a check mark has been entered in column (3), enter the serial number of such NCR-12 before such check mark. If the name on such NCR-12 agrees with the name in column (2), transfer the serial number entered in column (2) to column (3) before the check mark in such column (3) and insert such other serial number in column (2).
  - e. Follow the procedure set forth in the preceding subdivisions, a to d, inclusive, for the blocks in each NCR-15.
2. If, in making the determinations hereinafter set forth, a disagreement between an entry on NCR-12 or NCR-15 and NCR-6 is found, prepare Record Form No. 4, indicating thereon the State and county code and serial number of the suspended case, and the disagreement in the entry. Attach Record Form No. 4 to the appropriate NCR-12 or NCR-15 and place such NCR-12 or NCR-15 on top of the lot. Two clerks working together shall check entries on NCR-12 and NCR-15 against corresponding entries on NCR-6, first checking all



Forms NCR-12 in the county block and then all the Forms NCR-15 as follows:

- a. 1(f) of NCR-12 or NCR-15 must agree with column (14) of NCR-6.
  - b. 2(e) of NCR-12 or NCR-15 must agree with column (33) of NCR-6.
  - c. 1(a) of NCR-12 or NCR-15 must agree with column (34) or (36) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15.
  - d. 2(a) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15.
  - e. 1(b) of NCR-12 or NCR-15 must agree with column (34) or (36) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15.
  - f. 2(b) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15.
3. If the notation "complete examination of NCR-11 necessary" has been entered in Section I of Record Form No. 2 immediately following the words "serial numbers included in lot", check the entries on each NCR-11 as hereinafter indicated. Request on Record Form No. 6 any Forms NCR-11 for the lot not attached to an NCR-12 or NCR-15 in the lot.
- a. The entry in 12(b) of Table I must agree with the sum of the entries in lines 1 to 11, inclusive, of column (b) of Table I.



- b. The entry in 12(c) of Table I must agree with the sum of the entries in lines 1 to 11, inclusive, of column (c) of Table I.
- c. The entry in 15(b) of Table I must agree with the sum of the entries in lines 12 to 14, inclusive, of column (b) of Table I.
- d. The entry in 15(c) of Table I must agree with the sum of the entries in lines 12 to 14, inclusive, of column (c) of Table I.
- e. The entry in 25(b) of Table I must agree with the sum of the entries in lines 18 to 24, inclusive, of column (b) of Table I.
- f. The entry in 25(c) of Table I must agree with the sum of the entries in lines 18 to 24, inclusive, of column (c) of Table I.
- g. If the entry in 6(b) of Table II is equal to or less than the entry in 15(b) of Table I, the entry in 16(b) of Table I must be zero.
- h. If an entry other than zero appears in 16(b) of Table I, such entry must be equal to or less than a figure obtained by subtracting 15(b) of Table I from 6(b) of Table II.
- i. If the entry in 27(c) of Table I is equal to or less than the entry in 27(b) of Table I, the entry in 16(c) of Table I must be zero.
- j. If there is an entry in 16(c) of Table I other than zero, the entry in 27(c) of Table I must equal 27(b) of Table I.





4. Upon completion of the checking work for a lot, both checking clerks shall sign and enter the date in the space provided therefor in Section III of Record Form No. 2. Place all suspended cases on top of the lot, but do not list the serial numbers of such suspended cases on such Record Form No. 2. Release the lot.

## II. Instructions to Examining Clerks.

If, in an examination of Forms NCR-12 or NCR-15 it is found that such forms do not meet the requirements hereinafter set forth, prepare Record Form No. 4, indicating thereon the State and county code and serial number of the suspended case and the reasons for suspending such case. Attach Record Form No. 4 to such NCR-12 or NCR-15 and place such NCR-12 or NCR-15 on top of the lot.

1. Upon receipt of a lot, determine that no unauthorized deletion has been made in any printed matter on NCR-12 or NCR-15.
2. Determine that a work sheet number has been entered in line 3 of Section I of NCR-12 and above each block of NCR-15. If the work sheet number is missing, obtain such work sheet number from NCR-6 and enter it in the space provided therefor on NCR-12 or NCR-15.
3. Check the bases in line 1 of each NCR-12 and of each block of NCR-15 in the lot, as follows:
  - a. 1(f) must equal the sum of 1(a), 1(b), 1(c), 1(d), and 1(e).



- b. 1(c) must equal 3(c) unless the result obtained by subtracting 1(a) and 1(b) from 1(f) is less than 3(c), in which case 1(c) must be the result obtained by subtracting 1(a) and 1(b) from 1(f).
- c. 1(d) must equal 3(d) unless the result obtained by subtracting 1(a), 1(b), and 1(c) from 1(f) is less than 3(d), in which case 1(d) must be the result obtained by subtracting 1(a), 1(b), and 1(c) from 1(f).
4. If there are any erasures or corrections in Section II of NCR-12 or NCR-15, determine that such erasures or corrections have been initialed by the applicant and by a member of the county committee.
5. If there is an entry in any line in column (a) determine that the name of the type of tobacco has been entered in the heading of column (a) and if column (b) is used for tobacco, determine that the name of the type of tobacco has been entered in the heading of column (b) and that the word "cotton" in column (b) has been stricken.
6. If there is an entry in 1(a), 1(b), 1(c), 1(d), or 1(e) of NCR-12 or NCR-15, there must also be an entry in 2(a), 2(b), 2(c), 2(d), or 2(e), respectively, of such form.
7. If there is an entry in 3(a) and there is no entry in 1(a), determine that there is an entry in 2(a). Make the same determination for column (b). If, in such cases, there is no entry in 2(a) or 2(b), refer the case to the person in charge, who will determine the appropriate entry by multiplying the county check yield for cotton or tobacco, as the case may be, which will be found in the upper right-hand corner of the appropriate special crop listing sheet for such county by the productivity





index for the farm. Make such entries in 2(a) and 2 (b) in green ink.

8. If there is an entry in 3(e) and there is no entry in 1(c), determine that there is an entry in 2(e).
9. Determine that for each soil building practice number listed in line 7 of NCR-12 or NCR-15 there is an acreage figure entered in the corresponding space in line 8 of such form.
10. Determine that for each entry in line 8 of NCR-12 or NCR-15 there is a soil building practice number listed in the corresponding space in line 7 of such form.
11. If soil building practice number "(m)" has been entered in line 7 of NCR-12 or NCR-15, determine that the number of feet has been entered immediately to the right of such soil building practice number "(m)."
12. Determine that there are entries in 4(f) and 5(f) of NCR-12 or NCR-15.
13. Determine that there is a percentage figure in 9(f) of NCR-12 or NCR-15, and if there is no percentage figure entered in such 9(f), determine that the notation "cotton farm" or "sharecropper farm" has been entered on line 9.
14. a. Determine that a date has been entered in the space provided therefor in Sections I, III, and IV of NCR-12, and that the date in Section IV is not earlier than the date in Section I.  
b. Determine that a date has been entered in the spaces provided therefor in Sections I, II, and III of NCR-15, and that the date in Section III is not earlier



than the date in Section I.

15. a. Determine that acceptable signatures have been affixed in Sections I, III, and IV of NCR-12, and that all such signatures were affixed with pen or pencil.
- b. Determine that acceptable signatures have been affixed in Sections I, II, and III of NCR-15 and that all such signatures were affixed with pen or pencil.
16. a. Determine that the signatures appearing in Sections III and IV of NCR-12 are not those of the applicant.
- b. Determine that the signatures appearing in Sections II and III of NCR-15 are not those of the applicant.
17. The signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 and the typed name of the applicant in line 1 of Section I of Such NCR-12 or NCR-15 should be identical. However, if any of the following examples of differences between typed names and signatures appear on NCR-12 or NCR-15, such forms should not be suspended.

Typed Name

Signature

J. Doe

John Doe  
or Jno. Doe

John Doe

Jno. Doe  
or John A. Doe

Mrs. Sarah Smith

Sarah Smith

Jones and Smith,  
a partnership

Jones and Smith  
by John Smith, a partner

J. Doe, Adm. of  
R. Roe Estate

John Doe, Adm. of  
the Estate of  
Richard Roe, Deceased



If any of the following examples of differences between typed names and signatures appear on NCR-12 or NCR-15, such forms shall be suspended.

<u>Typed Name</u>	<u>Signature</u>
John Doe	J. Doe or J. A. Doe
Mrs. John Smith	Mrs. Mary Smith or Mary Smith.
Jones and Smith	John Smith

18. If the signature of any applicant was affixed by mark, such signature must have been witnessed by at least one person whose signature must be in the original and handwritten.
19. If the signature in Section I of NCR-12 or NCR-15 is that of a person acting in a representative or fiduciary capacity, determine that such person in his signature has disclosed the principal or entity for whom he is acting and has indicated the capacity in which he has signed. Examples of acceptable signatures of persons acting in a representative or fiduciary capacity will be found in Form ACP-16.
20. Determine the name of the payee as such name should appear on the check issued as payment under NCR-12 or NCR-15.  
If the signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 is in the style in which such name should appear on the check, such signature shall be used as a designation of the payee. If any change is necessary in the style of the signature, either print the name of the payee on a slip of paper and staple such slip of paper to NCR-12 or NCR-15 over the signature of the





applicant, in such a manner that the signature will remain accessible, or, where possible, bracket that portion of the signature which should not appear upon the check. The names of payees as they should appear on checks are as follows:

- a. In the case of an individual, the name should be in the same style as the signature of the applicant.

Example:	<u>Signature</u>	<u>Payee</u>
	John H. Doe	John H. Doe

- b. In the case of co-signers the names of such co-signers should appear, one above the other, in the same style as the signatures of the applicants in the space provided therefor in Section I of NCR-12 or NCR-15. The last name shall be preceded by the word "and".

Example:	<u>SIGNATURE</u>	<u>PAYEE</u>
	John H. Doe Richard Roe	John H. Doe and Richard Roe

- c. In the case of a sole proprietorship, the name of the payee should be the name of the sole proprietorship.

Example:	<u>SIGNATURE</u>	<u>PAYEE</u>
	ABC Company by John Doe Sole Proprietor.	ABC Company

- d. In the case of a partnership, the name of the payee shall be the name of the partnership.

Example:	<u>SIGNATURE</u>	<u>PAYEE</u>
	Jones and Smith by John Smith, a partner.	Jones and Smith



- e. In the case of a corporation, the name of the payee shall be the name of the corporation.

Example:	<u>SIGNATURE</u>	<u>PAYEE</u>
	XYZ Co. Inc. by John Doe, Pres.	XYZ Co. Inc.

- f. In the case of an administrator, executor, guardian, or committee, the name of the payee should be shown in three lines. The name of the administrator, executor, guardian, or committee, and the title (abbreviated) should appear in the first line. The words "of the estate of" should appear in ~~the~~ second line. The name of the deceased, incompetent, or minor together with the designation "deceased", "incompetent", or "minor" (abbreviated) should appear in the third line.

Examples:	<u>SIGNATURE</u>	<u>PAYEE</u>
	John Smith, Executor of the estate of F. Smith, deceased	John Smith, Exec. of the estate of F. Smith, Dec.
	John Smith Estate by James Smith, Adm.	James Smith, Adm. of the estate of John Smith, Dec.
	John Doe, Guardian of Richard Roe, In- competent.	John Doe, Gdn. of the estate of Richard Roe, Incom.

- g. In the case of a receiver, trustee, or liquidator the name of the payee should appear in two lines. The name of the receiver, trustee, or liquidator and his title should appear in the first line. The name of the bank or institution or other entity for which the receiver, trustee, or liquidator is acting should appear in the second line,





or the second and third line, if the third line is necessary.

Example:	<u>SIGNATURE</u>	<u>PAYEE</u>
	Richard Roe, Receiver for City National Bank of Elkton, Ill.	Richard Roe, Rec. for City Nat. Bank of Elkton, Ill.

- h. In the case of a State, county or municipality, or agency thereof, the name of the payee should be the name of such State, county, municipality, or agency.

Examples:	<u>SIGNATURE</u>	<u>PAYEE</u>
	State of South Dakota by and through its Rural Credit Board, John Doe, Sup.	Rural Credit Board of South Dakota.
	Douglas County, Mich. by John Doe, County Commissioner.	Douglas County, Mich.

- i. In the case of an agent the name of the payee should be the name of the principal whether such principal be an individual, co-signer, partnership, corporation, receiver, or liquidator.

Examples:	<u>SIGNATURE</u>	<u>PAYEE</u>
	John Smith by John Doe, Agent	John Smith
	John Doe, Agent for ABC Co.	ABC Company

21. Upon completion of the examination of all Forms NCR-12 or NCR-15 in a lot, initial each approved NCR-12 or NCR-15 in the space below the schedule number in the certificate of administrative officer. Sign and enter the date in the spaces provided therefor in Section III of the Record Form No. 2. Place all suspended cases on



top of the lot. Do not list the serial numbers of such suspended cases on the Record Form No. 2. Release the lot.

III. Instructions to Review Clerks.

1. Upon receipt of a lot, examine all suspended cases in the lot, following the instructions to Examining Clerks set forth in Section II of this Part III, and determine whether or not the suspension of such cases is warranted. If doubt arises relative to the suspension of any case, consult the person in charge. If a suspension of NCR-12 or NCR-15 is not warranted, remove the Record Form No. 4 and place such NCR-12 or NCR-15 in the proper place in the lot. Initial Record Form No. 4 below the signature of the examining clerk in all cases where the suspension of such case is approved. Initial the NCR-12 or NCR-15 in the space below the schedule number in the certificate of the administrative officer in cases where the suspension of the examining clerk is disapproved.
2. Examine all other Forms NCR-12 and NCR-15 in the lot, following the instructions to Examining Clerks set forth in Section II of this Part III. Determine that none of such cases should have been suspended and that the name of the payee has been correctly designated. Correct such designation if necessary, upon approval of the person in charge. Initial each approved NCR-12 or NCR-15 in the space below the schedule number in the



certificate of administrative officer. Prepare, sign, and attach a Record Form No. 4 to each NCR-12 or NCR-15 which is not approved and for which a Record Form No. 4 has not been prepared, and place such suspended cases on top of the lot.

3. After completion of the review of Forms NCR-12 and NCR-15 in the lot, list in Section II of both copies of the Record Form No. 2 the serial numbers of all suspended cases. Place all suspended cases on top of the lot and sign and enter the date in the space provided therefor in Section III of the Record Form No. 2. Release the lot.

IV. Instructions for Release of County Block.

The clerk designated by the person in charge shall assemble all suspended cases in the county block and shall prepare Record Form No. 3 in triplicate. In preparing such form, enter in the upper right corner of the such Record Form No. 3 the Priority Block Number and the State and county code. Enter in the space following the words "Released to" the words "Entry Unit and Application Clearance Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and enter in column (b) the total number of Forms NCR-12 and NCR-15 released to the Entry Unit in each lot of such county block. Enter in column (c) the total number of Forms NCR-12 and NCR-15 released to the Application Clearance Unit. Enter in columns (d) to (h), inclusive, the application serial numbers of the Forms NCR-12 and NCR-15 which were suspended. Release the county block of approved Forms NCR-12 and NCR-15 to the Entry

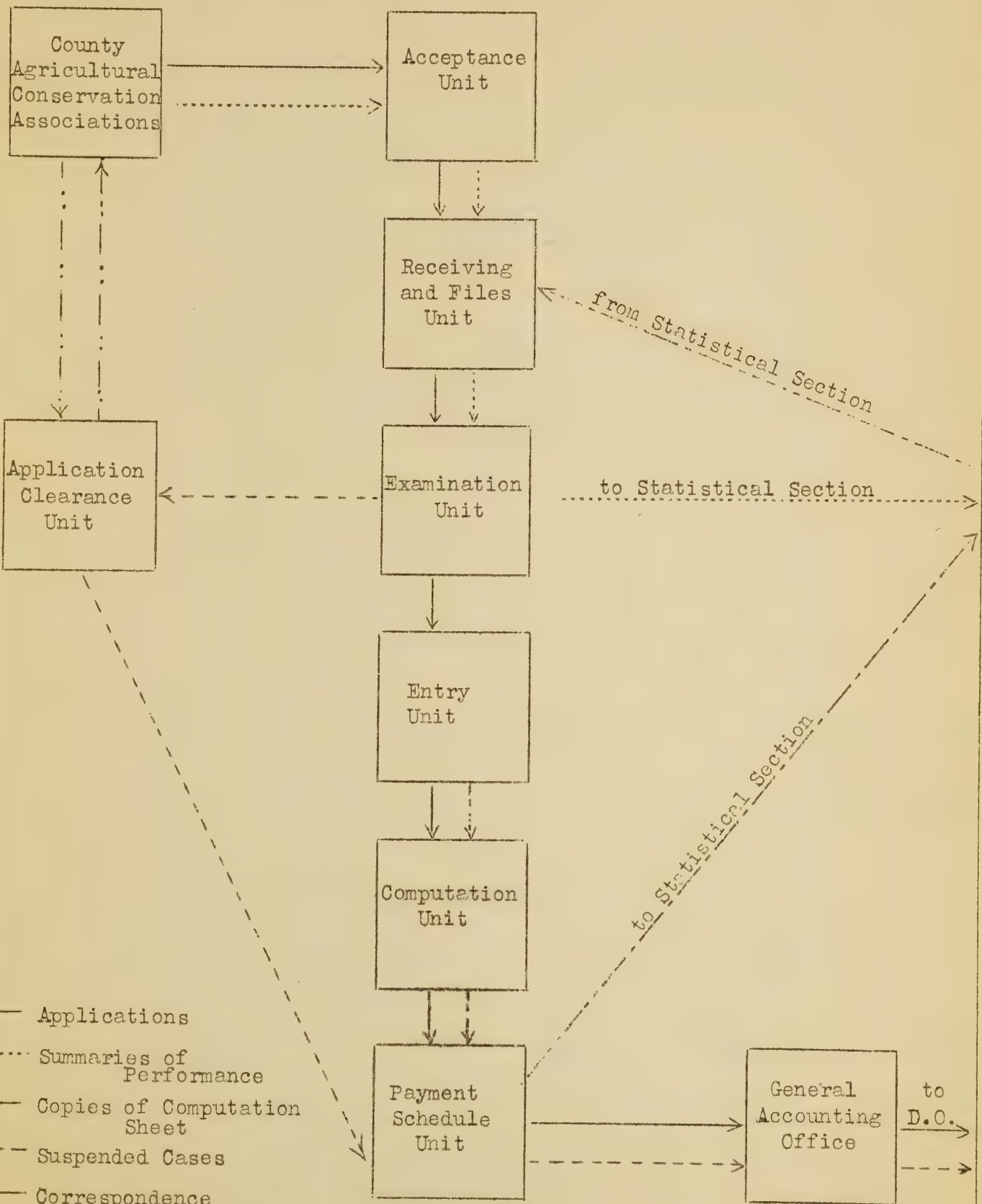




Unit with a copy of such Record Form No. 3. Release the suspended cases to the Application Clearance Unit with a copy of such Record Form No. 3. The original of such Record Form No. 3, after being signed by the Entry Unit and the Application Clearance Unit, shall be forwarded, together with the original of each Record Form No. 2 for such county block, to the record clerk in the Receiving and Files Unit.



## Central Region







PART IV - ENTRY UNIT

(Operation No. 4)

The personnel of the Entry Unit shall consist of entry clerks and review clerks. Entry clerks shall use lead pencil and review clerks shall use red pencil. Instructions relative to entry work in connection with NCR-17 are contained in NCR-20a.

Upon receipt of a county block from the Examination Unit, applications shall be assigned to entry clerks by lots. When a lot is completed by an entry clerk, it shall be assigned to a review clerk. The reverse side of Record Form No. 3 may be used as a record of the clerks to whom the various lots are assigned.

Reference to all entries on NCR-12, NCR-14 and NCR-15, will be made by line number and column heading. For example, the entry in line 1, column (a) of Section II of NCR-12, or of any block of Section II of NCR-15, will be referred to as "1(a) of NCR-12", or "1(a) of NCR-15"; the entry in line 2, column (c) of NCR-14 will be referred to as "2(c) of NCR-14."

The entry work in connection with Forms NCR-12 in a lot should be completed before entry work is commenced in connection with Forms NCR-15 in such lot.

The entries on Forms NCR-14 and NCR-16 must be made so as to result in clear and legible entries on the copies of such forms as well as on the originals thereof.

I. Instructions to Entry Clerks - Preparation of NCR-14.

1. Prepare an NCR-14 for each NCR-12 in the lot. Enter in the spaces provided therefor in the upper right-corner of such NCR-14 the State and county code and serial number of such NCR-12, the applicant's name, and the county rate for such



county, which rate is contained in NCR-B-3.

2. Enter above the title "Computation Sheet for One Farm" of NCR-14 the work sheet number shown in Section I of NCR-12 and circle such entry.
3. If the name of a type of tobacco appears in the heading of column (a) of NCR-12, enter such name in the blank space in the heading of column (a) of NCR-14.
4. If the word "cotton" has been stricken from the heading of column (b) of NCR-12 and the name of a type of tobacco entered therein, strike the word "cotton" in the heading of column (b) of NCR-14 and enter the name of such type of tobacco therein.
5. Transfer the entries in Section II of NCR-12 to NCR-14, as follows:

<u>Section II</u> <u>of NCR-12</u>			<u>NCR-14</u>
a.	transfer 1(a)	to	1(a)
b.	" 1(b)	"	1(b)
c.	" 1(c)	"	1(c)
d.	" 1(d)	"	1(d)
e.	" 1(e)	"	1(e)
f.	" 1(f)	"	1(f)
g.	" 2(a)	"	3(a)
h.	" 2(b)	"	3(b)
i.	" 2(c)	"	3(c)
j.	" 2(d)	"	3(d)
k.	" 2(e)	"	3(e)
l.	" 3(a)	"	10(a)



	<u>Section II</u> <u>of NCR-12</u>		<u>NCR-14</u>
m.	transfer 3(b)	to	10(b)
n.	" 3(c)	"	10(c)
o.	" 3(d)	"	10(d)
p.	" 3(e)	"	10(e)
q.	" 3(f)	"	10(f)
r.	" 4(f)	"	6(f)
s.	" 5(f)	"	16(f)
t.	" 6(f)	"	space following word "plus" in line 22.
u.	" all entries in line 7	"	line 23
v.	" all entries in line 8	"	line 24

In transferring the entries from lines 7 and 8 of Section II of NCR-12 to lines 23 and 24 of NCR-14, transfer the first entry in line 7 and the first entry in line 8 of Section II of NCR-12 to the first space in line 23 and the first space in line 24 of NCR-14, respectively; then transfer the entries in the second space of lines 7 and 8 of Section II of NCR-12 to the second space of lines 23 and 24 of NCR-14, respectively. Proceed likewise in the transfer of any other such entries. If the soil building practice number "(m)" appears in line 7 of NCR-12, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to line 23 of NCR-14 and transfer the acreage figure for such practice to line 24 of NCR-14.





- w. Transfer 9(f) of NCR-12 to 30 (f) of NCR-14.
- x. Enter in the appropriate column of line 25 of NCR-14 the rate of payment per acre for the soil building practice shown in each such column of line 23 of NCR-14. The rate of payment per acre for each soil building practice will be found in NCR-B-2, Revised, as of September 9, 1936.

II. Instructions to Entry Clerks - Preparation of NCR-16.

- 1. Prepare NCR-16 for each NCR-15 in the lot. NCR-16 consists of eight parts.

Part I - - - - - Crops in the General Soil Depleting Base.

Part II - - - - - Tobacco.

Part III - - - - - Cotton.

Part IV - - - - - Sugar Beets.

Part V - - - - - Flax.

Part VI - - - - - Deduction for Failure to Meet Minimum.

Part VII - - - - - Soil Building Payment.

Part VIII - - - - - Grand Summary.

Use as many parts as are necessary to reflect the data shown on NCR-15. If there is an entry in either 1(e) or 3(e) in any block of NCR-15, use Part I of NCR-16. If there is an entry in either 1(a) or 3(a) of any block of NCR-15, use Part II of NCR-16. When Part II of NCR-16 is used, enter in the space provided therefor the name of the type of tobacco. If the names of more than one type of tobacco are entered on NCR-15, use a separate sheet of Part II for each type. If there is an entry for cotton in either 1(b) or 3(b) of any block of NCR-15, use Part III of NCR-16. If there is an entry in either 1(c) or 3(c) of any block of NCR-15, use Part IV



of NCR-16. If there is an entry in either 1(d) or 3(d) of any block of NCR-15, use Part V of NCR-16. Part VI and Part VIII of NCR-16 will be used in every case where there is an NCR-15. Part VII will be used if an entry appears in any space in line 7 of any block of NCR-15.

When Part II of NCR-16 is used, strike the words "Part III Cotton" in the heading of such part, and strike the words "or Part III" in the box heading of column (o). Similarly, if Part III is used, strike any reference to Part II and any reference to tobacco. If Part IV is used, strike any reference to Part V and any reference to flax. If Part V is used, strike any reference to Part IV and any reference to sugar beets.

2. Enter the State and county code and serial number and the applicant's name in the spaces provided therefor on each part of NCR-16. Enter, in the space provided therefor in Part I of NCR-16, the county rate for such county contained in NCR-B-3.
3. For application farms, (see definition, page 2) transfer the entries from column (e) of the block of NCR-15 for each such farm to consecutive lines of Part I of NCR-16. Leave a blank line for sub-totals immediately following the last of such entries. In the next line, write the words "non-application farms" (see definition, page 2) and enter immediately below such words the data for non-application farms in a manner similar to that for application farms. In the same manner, transfer entries for application and non-application farms





from columns (a), (b), (c), and (d) of each block of NCR-15, to Parts II, III, IV, and V, respectively, of NCR-16. Transfer the entries from each block of NCR-15 to the appropriate line of Part I of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>	<u>NCR-16</u> <u>Part I</u>
a. transfer block number	to column (a)
b. " work sheet number	" " (b)
c. " 1(e)	" " (h)
d. " 2(e)	" " (c)
e. " 3(e)	" " (j)
f. " 9(f)	" " (e)

4. Transfer the entries from each block of NCR-15 to the appropriate line of Part II of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>	<u>NCR-16</u> <u>Part II</u>
a. transfer block number	to column (a)
b. " work sheet number	" " (b)
c. " 1(a)	" " (g)
d. " 2(a)	" " (c)
e. " 3(a)	" " (h)
f. " 9(f)	" " (e)

5. Transfer the entries from each block of NCR-15 to the appropriate line of Part III of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>	<u>NCR-16</u> <u>Part III</u>
a. transfer block number	to column (a)
b. " work sheet number	" " (b)
c. " 1(b)	" " (g)



NCR-15 <u>Each Block</u>		NCR-16 <u>Part III</u>	
d.	transfer 2(b)	to column (c)	
e.	" 3(b)	"	" (h)
f.	" 9(f)	"	" (e)

6. Transfer the entries from each block of NCR-15 to Part IV of NCR-16, as follows:

NCR-15 <u>Each Block</u>		NCR-16 <u>Part IV</u>	
a.	transfer block number	to column (a)	
b.	" work sheet number	"	" (b)
c.	" 1(c)	"	" (g)
d.	" 2(c)	"	" (c)
e.	" 3(c)	"	" (i)
f.	" 9(f)	"	" (e)

7. Transfer the entries from each block of NCR-15 to Part V of NCR-16, as follows:

NCR-15 <u>Each Block</u>		NCR-16 <u>Part IV</u>	
a.	transfer block number	to column (a)	
b.	" work sheet number	"	" (b)
c.	" 1(d)	"	" (g)
d.	" 2(d)	"	" (c)
e.	" 3(d)	"	" (i)
f.	" 9(f)	"	" (e)

8. Transfer the entries for all application farms on NCR-15 to Part VI of NCR-16. Do not transfer any entries for non-application farms to Part VI. Proceed as follows:



NCR-15  
Each Block

NCR-16  
Part VI

a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" 1(a)	" " (c)
d.	" 1(b)	" " (d)
e.	" 1(c)	" " (e)
f.	" 1(d)	" " (f)
g.	" 1(e)	" " (g)
h.	" 5(f)	" " (n)
i.	" 9(f)	" " (o)

9. Transfer the entries for application farms on NCR-15 to Part VII of NCR-16. Do not transfer any entries for non-application farms to Part VII. In entering practice numbers, enter all practice numbers for the first farm, one under the other, before proceeding to the practice numbers for the second farm. If the soil building practice number "(m)" appears in line 7 in any block of NCR-15, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to the appropriate line in column (h) of Part VII of NCR-16, and transfer the acreage figure for such practice to the appropriate line of column (k) of Part VII of NCR-16. Proceed as follows:

NCR-15  
Each Block

NCR-16  
Part VII

a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" line 7, all entries in order	" " (h), in the same order





NCR-15  
Each Block

NCR-16  
Part VII

- |    |  |                                      |
|----|--|--------------------------------------|
| d. | transfer line 8, all entries<br>in order | to column (k), in the same<br>order. |
| e. | " 5(f)                                   | " " (c)                              |
| f. | " 6(f)                                   | " " (d)                              |
| g. | " 9(f)                                   | " " (f)                              |
- h. After all entries for application farms are made in Part VII of NCR-16, enter in column (i) of Part VII the rate of payment per acre shown in NCR-B-2, Revised, as of September 9, 1936, for each practice, the number of which is entered in column (h).

10. After all entry work has been completed in connection with all Forms NCR-12, NCR-15, and NCR-17 in the lot, sign and enter the date in the space provided therefor in Section III of the lot record and release the lot.

III. Instructions to Review Clerk.

1. Determine that the correct computation forms have been prepared for all applications in the lot.
2. Verify the entry work on all Forms NCR-14 and NCR-16 in the lot, following the instructions to the entry clerk contained herein. Use the copy of NCR-14 or NCR-16 in verifying the entry work, in order that poor carbon impressions may be detected and made legible. When an entry on NCR-14 or NCR-16 is found to be correct, place a dot above and to the right of such entry. If an error was made in transferring any entry from NCR-12 to NCR-14, or from NCR-15 to NCR-16, note such error



and refer the case to the person in charge, who will make the correction. Check all entries on all Forms NCR-14 and NCR-16 in the lot before referring such notations of errors to the person in charge for correction.

3. After all review work has been completed, sign and enter the date in the space provided therefor in Section III of the Record Form No. 2 and release the lot.

IV. Instructions for Release of County Block.

After all entry and review work has been completed on all lots in the county block, prepare Record Form No. 3 in duplicate. Enter in the upper right-hand corner of such Record Form No. 3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Computation Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of Forms NCR-12 and NCR-15 in each lot of such county block. Release the county block and both copies of Record Form No. 3 to the Computation Unit. The original of Record Form No. 3 will be signed by the Computation Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of such Record Form No. 3 will be retained in the Computation Unit.





PART V - COMPUTATION UNIT

(Operation No. 5)

The personnel of the Computation Unit shall consist of computing clerks and review clerks. Computing clerks shall use red pencil and review clerks shall use blue pencil. Review clerks shall use black ink in making entries and signing in the spaces provided therefor in the "Certificate of Administrative Officer" on Forms NCR-12 and NCR-15.

In every case where a computation results in a negative number, enter zero, and not the negative number. For example, if 67.5 is to be subtracted from 46.5, enter zero (0) and not the negative number (-21.0).

All computations relative to acres, yields, or percentages shall be carried to two decimal places and rounded to one decimal place. If a computation results in a number which contains more than two decimal places disregard all figures beyond the second decimal place. In rounding numbers to one decimal place, fractions amounting to five hundredths (0.05) or less shall be dropped, and fractions amounting to six hundredths (0.06) or more shall be considered as a tenth of a unit. For example, if the result of a computation is:

- (a) 10.948, disregard the figure in the third decimal place (8) and enter 10.9;
- (b) 10.959, disregard the figure in the third decimal place (9) and enter 10.9.



All computations relative to amounts of money shall be carried to three decimal places and rounded to two decimal places. If a computation results in a number which contains more than three decimal places, disregard all figures beyond the third decimal place. In rounding numbers to two decimal places, fractions amounting to five thousandths (0.005) or less shall be dropped and fractions amounting to six thousandths (0.006) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is:

- (a) 8.4766, disregard the figure in the fourth decimal place (6) and enter 8.48;
- (b) 8.4759, disregard the figure in the fourth decimal place (9) and enter 8.47.

All computations relative to ratios shall be carried to four decimal places and rounded to three decimal places. If a computation results in a number which contains more than four decimal places, disregard all figures beyond the fourth decimal place. In rounding numbers to three decimal places, fractions amounting to five ten-thousandths (0.0005) or less shall be dropped and fractions amounting to six ten-thousandths (0.0006) or more shall be considered as a thousandth of a unit. For example, if the result of a computation is:

- (a) 0.97682, disregard the figure in the fifth decimal place (2) and enter 0.977;
- (b) 0.87655, disregard the figure in the fifth decimal place (5) and enter 0.876.



The person in charge will be responsible for the maintenance of a constant flow of work. Whenever possible, the person in charge should assign a separate lot to each computing clerk.

Computations will be performed and entered on Form NCR-14, or NCR-16, whichever is applicable. Perform all computing operations for all Forms NCR -14 in the lot, and then perform computing operations for all Forms NCR-16 in the lot. If there are any Forms NCR-18 in the lot, perform computing operations on such Forms NCR-18 in accordance with the instructions contained in NCR-20a before performing any computing operations on Forms NCR-14 and Forms NCR-16 in the lot.

I. Instructions to Computing Clerk for Making Computations on Form NCR-14.

1. Make the computations in column (e) through line 21. Proceed next to make the computations through line 21 in column (a), column (b), column (c), and column (d), respectively. Then make the computations in line 26, except in column (f), and, lastly, make the computations in column (f). In these instructions reference to entries is made by using the number of the line and the letter of the column. For example, 1(a) means the entry in line 1 of column (a); 6(f) means the entry in line 6 of column (f).

2. Computations for Column (e) - General.

- a. 2(e) shall be obtained by multiplying 1(e) by 0.15.
- b. 4(e) shall be obtained by multiplying 3(e) by the county rate entered in the space provided therefor at the top of the sheet immediately under the applicant's name.





- c. 5(e) shall be obtained by multiplying 2(e) by 4(e).
  - d. 6(e) shall be obtained by subtracting from 6(f) the sum of the entries in 1(a), 1(b), 1(c), and 1(d).
  - e. Enter in 7(e) the larger of 1(e) or 6(e).
  - f. 8(e) shall be obtained by multiplying 1(e) by 0.85.
  - g. 9(e) shall be obtained by subtracting from 7(e) the entry in 8(e).
  - h. 11(e) shall be obtained by subtracting from 7(e) the entry in 10(e).
    - (1) If the result obtained is zero or less, enter zero in 11(e), 12(e), 13(e), and 14(e).
    - (2) If the result obtained is greater than zero,
      - (a) Enter the difference in 11(e) and enter a zero in 20(e) and 21(e);
      - (b) 12(e) shall be obtained by dividing 11(e) by 9(e);
      - (c) 13(e) shall be obtained by multiplying 5(e) by 12(e);
      - (d) Enter in 14(e) the smaller of 5(e) or 13(e).
  - i. Enter in 15(e) the entry in 2(e).
  - j. 20(e) shall be obtained by subtracting from 10(e) the entry in 7(e).
  - k. 21(e) shall be obtained by multiplying 4(e) by 20(e).
3. Computations for Column (a) - Tobacco.
- a. 2(a) shall be obtained by multiplying 1(a) by 0.30.
  - b. 4(a) shall be obtained by multiplying 3(a) by
    - (1) 0.05 if column (a) is headed "Burley";
    - (2) 0.035 if column (a) is headed "Dark air-cured";
    - (3) 0.03 if column (a) is headed "Cigar Leaf."



- (4) 0.03 if column (a) is headed "Eastern Ohio Export."
- c. 5(a) shall be obtained by multiplying 2(a) by 4(a).
- d. 11(a) shall be obtained by subtracting from 1(a) the entry in 10(a).
- (1) If the result obtained is zero or less enter zero in 11(a), 13(a), and 14(a).
- (2) If the result obtained is greater than zero,
- (a) Enter the difference in 11(a) and enter a zero in 20(a) and 21(a);
- (b) 13(a) shall be obtained by multiplying 4(a) by 11(a);
- (c) Enter in 14(a) the smaller of 5(a) or 13(a).
- e. 15(a) shall be obtained by multiplying 1(a) by 0.20.
- f. 20(a) shall be obtained by subtracting from 10(a) the entry in 1(a).
- g. 21(a) shall be obtained by multiplying 4(a) by 20(a).

If the word "Cotton" has been stricken from the box heading of column (b) and the name of a type of tobacco has been substituted therefor, repeat for column (b) the operations set forth for column (a).

4. Computations for Column (b) - Cotton.

- a. 2(b) shall be obtained by multiplying 1(b) by 0.35 unless 1(b) is 5.7 or less, in which case enter 2.0 or 1(b), whichever is smaller.
- b. 4(b) shall be obtained by multiplying 3(b) by 0.05.
- c. 5(b) shall be obtained by multiplying 2(b) by 4(b).
- d. 11(b) shall be obtained by subtracting from 1(b) the entry in 10(b).





- (1) If the result obtained is zero or less, enter zero in 11(b), 13(b), and 14(b).
  - (2) If the result obtained is greater than zero,
    - (a) Enter the difference in 11(b) and enter a zero in 20(b) and 21(b);
    - (b) 13(b) shall be obtained by multiplying 4(b) by 11(b);
    - (c) Enter in 14(b) the smaller of 5(b) or 13(b).
  - e. 15(b) shall be obtained by multiplying 1(b) by 0.20.
  - f. 20(b) shall be obtained by subtracting from 10(b) the entry in 1(b)!
  - g. 21(b) shall be obtained by multiplying 4(b) by 20(b).
5. Computations for Column (c) - Sugar Beets.
- a. 4(c) shall be obtained by multiplying 3(c) by
    - (1) for Illinois - 0.374
    - (2) for Indiana - 0.375
    - (3) for Iowa - 0.360
    - (4) for Michigan - 0.385
    - (5) for Minnesota - 0.381
    - (6) for Nebraska - 0.362
    - (7) for Ohio - 0.371
    - (8) for South Dakota - 0.392
    - (9) for Wisconsin - 0.374
  - b. 13(c) shall be obtained by multiplying 1(c) times 4(c).
  - c. Enter in 14(c) the entry in 13(c).
  - d. 15(c) shall be obtained by multiplying 1(c) by 0.25.
  - e. 20(c) shall be obtained by subtracting from 10(c) the entry in 1(c).



f. 21(c) shall be obtained by multiplying 4(e) by 20(c).

[4(e) is the rate per acre shown in line 4 of the column  
with the box heading "General."]

6. Computations for Column (d) -- Flax.

a. 4(d) shall be obtained by multiplying 3(d) by 0.20.

b. 13(d) shall be obtained by multiplying 1(d) by 4(d).

c. Enter in 14(d) the entry in 13(d).

d. 15(d) shall be obtained by multiplying 1(d) by 0.20.

e. 20(d) shall be obtained by subtracting from 10(d) the  
entry in 1(d).

f. 21(d) shall be obtained by multiplying 4(e) by 20(d).

[4(e) is the rate per acre shown in line 4 of the column  
with the box heading "General."]

7. Computations for Soil Building Practices.

a. The entry in line 26 for each practice number in line 23  
shall be obtained by multiplying the entry in line 24 by  
the entry in the corresponding column in line 25, unless  
the practice number is "(m)", in which case enter in line  
26 the smaller of the amounts obtained by:

(1) Multiplying the number of acres in line 24 by the  
rate per acre in line 25, and

(2) Multiplying the number of feet shown to the right of  
the practice number in line 23 by \$0.004.

8. Computations for Column (f) -- Total

a. Enter "xxx" in 13(f).

b. 14(f) shall be obtained by adding 14(a), 14(b), 14(c),  
14(d), and 14(e).

c. 15(f) shall be obtained by adding 15(a), 15(b), 15(c),



15(d), and 15(e).

- d. 17(f) shall be obtained by subtracting from 15(f) the entry in 16(f).
- e. 18(f) shall be obtained by multiplying 17(f) by 1.5 and then multiplying the product by 4(e). [4(e) is the rate per acre shown in line 4 of the column with the box heading "General."]
- f. 19(f) shall be obtained by subtracting from 14(f) the entry in 18(f).
- g. 21(f) shall be obtained by adding 21(a), 21(b), 21(c), 21(d), and 21(e).
- h. 22(f) shall be obtained by adding 16(f) and the entry shown in the space following the word "plus" in line 22, and multiplying such sum by one dollar (\$1.00).  
(1) If the product obtained is less than \$10.00, enter \$10.00 in 22(f).
- i. 26(f) shall be obtained by adding the entries in line 26 for each of the several practices.
- j. Enter in 27(f) the smaller of 22(f) or 26(f).
- k. 28(f) shall be obtained by adding 19(f) and 27(f).
- l. 29(f) shall be obtained by subtracting from 28(f) the entry in 21(f).
- m. 31(f) shall be obtained by multiplying 29(f) by 30(f).
- n. Make no entry in any part of line 32.
- o. 33(f) shall be obtained by multiplying 31(f) by 90 percent.





II. Instructions for Making Computations on Form NCR-16.

Except as otherwise provided in this Section 2 of Part V, the figures involved in any computation shall be taken from the same line as that for which the computation is being made.

1. Part I of NCR-16. Crops in General Soil Depleting Base.

- a. Column (d) shall be obtained by multiplying column (c) by the county rate entered in the space provided therefor at the top of the sheet immediately below the applicant's name.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (g) shall be obtained by subtracting from the entry in 4(f) in the appropriate block of NCR-15, the sum of the entries in 1(a), 1(b), 1(c), and 1(d) in such block of NCR-15. Complete all entries in column (g) before making other computations.
- d. Column (i) shall be obtained by multiplying column (h) by 0.85.
- e. Column (k) shall be obtained by multiplying column (f) by column (g).
- f. Column (l) shall be obtained by multiplying column (f) by column (h).
- g. Column (m) shall be obtained by multiplying column (f) by column (i).
- h. Column (n) shall be obtained by multiplying column (f) by column (j).
- i. Column (o) shall be obtained by subtracting from column (l) the entry in column (m).



- j. Add the entries for application farms in columns (k), (l), (m), (n), and (o), and insert the subtotal for each of these columns immediately below the last figures for application farms. Obtain the subtotals for the same columns for non-application farms. Enter such subtotals below the last figures for non-application farms. If NCR-16, Part I, does not contain a sufficient number of lines to list all application farms for any applicant and it is necessary to use more than one sheet, obtain the subtotals in columns (k), (l), (m), (n), and (o) for the first sheet and place such subtotals in the appropriate columns on the last line of the first sheet and on the first line of the second sheet. Proceed in a similar manner if additional sheets are needed for application farms. If, after all application farms have been listed, additional sheets are necessary for non-application farms, obtain and carry forward subtotals for non-application farms in the same manner, using care to keep subtotals for application farms and non-application farms separate.
- k. Make the entries and computations in column (p) as follows:
- (1) Enter in item 1 the larger of the subtotals of column (k) or column (l);
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
  - (3) Enter in item 3 the subtotal of column (m) for application farms.
  - (4) Item 4 shall be obtained by subtracting from item 1 the entry in item 2.
    - (a) If the result obtained is zero or less, enter



a zero in items 4, 5, 6, 7, 8, and 9.

(b) If the result obtained is larger than zero

(b-1) Enter the difference in item 4 and

enter a zero in item 10;

(b-2) Item 5 shall be obtained by subtracting

from item 1 the entry in item 3;

(b-3) Item 6 shall be obtained by dividing item

4 by item 5;

(b-4) Enter in item 7 the subtotal of column (o)

for application farms;

(b-5) Item 8 shall be obtained by multiplying item

6 by item 7.

(b-6) Enter in item 9 the smaller of item 7 or item 8.

(5) If a zero has not been entered in item 10, item 10 shall be obtained by subtracting from item 2 the entry in item 1.

(6) Enter in item 11 the larger of the subtotals of column

(k) or column (l) for non-application farms.

(7) Enter in item 12 the subtotal of column (n) for non-application farms.

(8) Item 13 shall be obtained by subtracting from item 12 the entry in item 11. If the result obtained is zero or less, enter a zero.

## 2. Part II. Tobacco.

a. Column (d) shall be obtained by multiplying column (c)

by:

(1) 0.05, if the name of the type of tobacco is "Burley";

(2) 0.035, if the name of the type of tobacco is "Dark Air-Cured"





(3) 0.03, if the name of the type of tobacco is "Cigar Leaf".

(4) 0.03, if the name of the type of tobacco is "Eastern Ohio  
Export".

- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (i) shall be obtained by multiplying column (g) by 0.30.
- d. Column (j) shall be obtained by multiplying column (f) by column (g).
- e. Column (k) shall be obtained by multiplying column (f) by column (h).
- f. Column (l) shall be obtained by multiplying column (f) by column (i).
- g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).
- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j).  
(For each line either column (m) or column (n) will be zero).
- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (l), (m), and (n). If more than one NCR-16 Part II is needed, subtotals for application and non-application farms should be handled in the same manner as outlined for Part I.
- j. Make the entries and computations in column (o) as follows:
  - (1) Enter in item 1 the subtotal of column (m) for application farms.
  - (2) Enter in item 2 the subtotal of column (n) for application farms.



(3) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.

(a) If the result obtained is zero or less enter a zero in items 3, 4, and 5.

(b) If the result obtained is larger than zero

(b-1) Enter the difference in item 3 and enter a zero in item 6.

(b-2) Enter in item 4 the subtotal of column (1) for application farms.

(b-3) Enter in item 5 the smaller of item 3 or item 4.

(4) If a zero has not been entered in item 6, item 6 shall be obtained by subtracting from item 2 the entry in item 1.

(5) Enter in item 7 the subtotal of column (m) for non-application farms.

(6) Enter in item 8 the subtotal of column (n) for non-application farms.

(7) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less enter zero.

### 3. Part III. Cotton.

a. Column (d) shall be obtained by multiplying column (c) by 0.05.

b. Column (f) shall be obtained by multiplying column (d) by column (e).

c. Column (i) shall be obtained by multiplying column (g) by 0.35, unless column (g) is 5.7 or less, in which case column (i) shall be 2.0 or column (g) whichever is smaller.



- d. Column (j) shall be obtained by multiplying column (f) by column (g).
- e. Column (k) shall be obtained by multiplying column (f) by column (h).
- f. Column (l) shall be obtained by multiplying column (f) by column (i).
- g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).
- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j).  
(For each line either column (m) or column (n) will be zero.)
- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (l), (m), and (n). If more than one Form NCR-16, Part III, is needed subtotals for application and non-application farms should be handled in the same manner as outlined for Part I of Form NCR-16.
- j. Make the entries and computations in column (o) as follows:
  - (1) Enter in item 1 the subtotal of column (m) for application farms.
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
  - (3) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
    - (a) If the result obtained is zero or less, enter a zero in items 3, 4, and 5.





- (b) If the result obtained is larger than zero,
  - (b-1) Enter the difference in item 3 and enter a zero in item 6.
  - (b-2) Enter in item 4 the subtotal of column (1) for application farms.
  - (b-3) Enter in item 5 the smaller of item 3 or item 4.
- (4) If a zero has not been entered in item 6, item 6 shall be obtained by subtracting from item 2 the entry in item 1.
- (5) Enter in item 7 the subtotal of column (m) for non-application farms.
- (6) Enter in item 8 the subtotal of column (n) for non-application farms.
- (7) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less, enter zero.

4. Part IV. Sugar Beets.

a. Column (d) shall be obtained by multiplying column (c) by:

- (1) For Illinois: 0.374
- (2) For Indiana - 0.375
- (3) For Iowa - 0.360
- (4) For Michigan - 0.385
- (5) For Minnesota - 0.381
- (6) For Nebraska - 0.362
- (7) For Ohio - 0.371
- (8) For South Dakota - 0.392
- (9) For Wisconsin - 0.374

b. Column (f) shall be obtained by multiplying column (d) by column (e).



- c. Column (h) shall be obtained by multiplying column (f) by column (g).
- d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).
- e. Column (k) shall be obtained by multiplying column (e) by column (j).
- f. Column (l) shall be obtained by multiplying column (k) by the rate per acre shown in column (d) of Part I for such farm.
- g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).
- h. Make the entries in column (m) as follows:
  - (1) Enter in item 1 the subtotal of column (h) for application farms.
  - (2) Enter in item 2 the subtotal of column (l) for application farms.
  - (3) Enter in item 3 the subtotal of column (l) for non-application farms.

5. Part V. Flax.

- a. Column (d) shall be obtained by multiplying column (c) by 0.20.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (h) shall be obtained by multiplying column (f) by column (g).
- d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).



- e. Column (k) shall be obtained by multiplying column (e) by column (j).
- f. Column (l) shall be obtained by multiplying column (k) by the rate per acre for such farm shown in column (d) of Part I.
- g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).
- h. Make the entries in column (m) as follows:
  - (1) Enter in item 1 the subtotal of column (h) for application farms.
  - (2) Enter in item 2 the subtotal of column (l) for application farms.
  - (3) Enter in item 3 the subtotal of column (l) for non-application farms.

6. Part VI. Deduction for Failure to Meet Minimum.

- a. Column (h) shall be obtained by multiplying column (c) by 0.20.
- b. Column (i) shall be obtained by multiplying column (d) by 0.20.
- c. Column (j) shall be obtained by multiplying column (e) by 0.25.
- d. Column (k) shall be obtained by multiplying column (f) by 0.20.
- e. Column (l) shall be obtained by multiplying column (g) by 0.15.
- f. Column (m) shall be obtained by adding the entries in columns (h), (i), (j), (k), and (l).





- g. Column (p) shall be obtained by multiplying column (n) by column (o).
  - h. Column (q) shall be obtained by multiplying column (n) by column (o).
  - i. Obtain totals for columns (p) and (q).
  - j. Make the entries and computations in column (r) as follows:
    - (1) Enter in item 1 the total of column (p).
    - (2) Enter in item 2 the total of column (q).
    - (3) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
    - (4) Enter in item 4 the largest of the entries in column (d) of Part I - Crops in the General Soil Depleting Base.
    - (5) Item 5 shall be obtained by multiplying item 3 by item 4 and then multiplying the product by 1.5.
7. Part VII. Soil Building Payment.
- a. Column (e) shall be obtained by adding column (c) and column (d), and multiplying the sum by one dollar (\$1.00), except that if the product obtained is less than \$10.00, enter \$10.00 in column (e).
  - b. Column (g) shall be obtained by multiplying column (e) by column (f).
  - c. Column (j) shall be obtained by multiplying column (f) by column (i).
  - d. Column (l) shall be obtained by multiplying column (j) by column (k), unless the practice number in column (h) for such line is "(m)", in which case enter in column (l) the smaller of the amounts obtained by:



- (1) multiplying column (j) by column (k), or
- (2) multiplying the number of feet shown to the right of the practice number in column (h) by \$0.004, and multiplying the product by column (f).

e. Obtain totals for columns (g) and (1).

f. Make the entries in column "(m)" as follows:

- (1) Enter in item 1 the total of column (1).
- (2) Enter in item 2 the total of column (g).
- (3) Enter in item 3 the smaller of item 1 or item 2.

8. Part VIII. Grand Summary.

a. Make transfers from the summaries of Parts I, II, III, IV, V, VI, and VII to the Grand Summary, Part VIII, as follows:

- (1) Item 9, Part I to item 1, Part VIII.
- (2) Item 10, Part I, to item 11, Part VIII.
- (3) Item 13, Part I to item 17, Part VIII.
- (4) Item 5, Part II to item 2, Part VIII.
- (5) Item 6, Part II to item 12, Part VIII.
- (6) Item 9, Part II to item 18, Part VIII.
- (7) Item 5, Part III to item 3, Part VIII.
- (8) Item 6, Part III to item 13, Part VIII.
- (9) Item 9, Part III to item 19, Part VIII.
- (10) Item 1, Part IV to item 4, Part VIII.
- (11) Item 2, Part IV to item 14, Part VIII.
- (12) Item 3, Part IV to item 20, Part VIII.
- (13) Item 1, Part V to item 5, Part VIII.
- (14) Item 2, Part V to item 15, Part VIII.
- (15) Item 3, Part V to item 21, Part VIII.



(16) Item 5, Part VI to item 7, Part VIII.

(17) Item 3, Part VII to item 9, Part VIII.

- b. If there is no computation sheet for any part of NCR-16 enter zero in Part VIII for all entries which would otherwise be made from such part of NCR-16.
  - c. Item 6 shall be obtained by adding items 1, 2, 3, 4, and 5.
  - d. Item 8 shall be obtained by subtracting from item 6 the entry in item 7.
  - e. Item 10 shall be obtained by adding item 8 and item 9.
  - f. Item 16 shall be obtained by adding items 11, 12, 13, 14 and 15.
  - g. Item 22 shall be obtained by adding items 17, 18, 19, 20, and 21.
  - h. Item 23 shall be obtained by subtracting from item 10 the sum of items 16 and 22.
  - i. Make no entry in item 24.
  - j. Item 25 shall be obtained by multiplying item 23 by 90 percent.
9. Upon completion of the computing work in connection with a lot, the computing clerk shall sign and enter the date in the space provided therefor in Section III of the Record Form No. 2 and release the lot.

### III. Instructions to Review Clerk.

- 1. Verify every computation made by the computing clerk, following the instructions outlined in Sections I and II of this procedure. Use the copy of NCR-14 or NCR-16 in verifying the computations made by the computing clerk in order





that poor carbon impressions may be detected and made legible. When a computation is found to be correct, place a dot above and to the right of the entry for such computation. If a computation is found to be incorrect, repeat the computation to make certain that the original computation is incorrect, draw a line through the incorrect figure and enter the correct figure in the same space. If a large number of errors is found, refer the lot to the person in charge, who may have all sheets recomputed if it is deemed advisable.

2. After all computations on NCR-14 have been verified, execute that part of NCR-12 headed "Certificate of Administrative Officer" as follows:

- a. Do not make any entries in the spaces following the words "Amount of Payment" and "Less: \_\_\_\_\_ percent of local administrative expenses," respectively.
- b. Transfer the entry in line 33, column (f) of NCR-14 to the space following the words "Approved Payment to Applicant".
- c. Enter the date and sign in the space provided for the signature of the examiner.

3. After all computations have been verified on NCR-16, execute that part of NCR-15 headed "Certificate of Administrative Officer", as follows:

- a. Do not make any entries in the spaces following the words "Amount of Payment" and "Less: \_\_\_\_\_ percent of local administrative expenses", respectively.



- b. Transfer the entry in item 25 of Part VIII of NCR-16 to the space following the words "Approved Payment to Applicant."
  - c. Enter the date and sign in the space provided for the signature of the examiner.
- 4. After the "Certificate of Administrative Officer" has been completed, initial the applicable copies of all forms NCR-14, and NCR-16.
  - 5. Upon completion of the review work in connection with a lot, sign and enter the date in the space provided therefor in Section III of the lot record and release the lot.

IV. Instructions for Release of County Block.

When all computation and review work has been completed on all lots in a county block, prepare Record Form No. 3 in duplicate. Enter in the upper right-hand corner of such Record Form No. 3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Payment Schedule Unit", and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Release the county block, both copies of the Record Form No. 3, and the listing sheets (NCR-6) for the county, to the Payment Schedule Unit. The original of Record Form No. 3 will be signed by the Payment Schedule Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of such record form will be retained in the Payment Schedule Unit.



PART VI - PAYMENT SCHEDULE UNIT.

(Operation No. 6)

The personnel of the Payment Schedule Unit shall consist of typists, adding clerks, and review clerks. Review clerks shall use red ink. Forms NCR-12 and NCR-15 shall be assigned to the typists by lots.

1. Instructions to Typists.

1. Upon receipt of a lot, prepare form ACP-13A in septuple (original and six copies) for such lot.

- a. Enter in the first space immediately following the words "Sheet No." the sheet number, beginning with number 1 for the first sheet of a lot and numbering all sheets for such lot consecutively.
- b. Enter in the space immediately following the word "State" the name of the State shown on the lot record.
- c. Enter in the space immediately following the word "County" the name of the county shown on the lot record.
- d. Enter in the space immediately following the words "Administrative Number" the State and county code and lot number shown on the lot record. For example, if the State and county code shown on a lot record is 48-25, and the number of such lot record is 37, the administrative number to be entered will be 48-25-37.
- e. Enter in the space immediately preceding the word "Payment" the word "Initial". When form ACP-13A is prepared for final payment the word "Final" is to be entered in this space.
- f. Enter in column (a) the application serial number shown





on NCR-12 or NCR-15. Do not enter the State and county code in column (a).

- g. Enter the name of the payee in column (b). The name of the payee to be entered in column (b) is to be typed in the same style as the applicant's signature unless a different style is designated by the examining clerk. In the latter case the examining clerk will have either securely attached to such NCR-12, NCR-15, or NCR-17 a slip of paper designating thereon the payee's name as it is to appear on ACP-13A, or will have indicated by brackets, [    ], that part of the payee's signature which is not to appear on ACP-13A. If the name of a payee requires more than one line, type in the spaces opposite the first line of the payee's name in columns (a) and (c), the serial number of NCR-12 or NCR-15, and the amount, respectively.
- h. Enter in column (c) the amount. Such amount for Forms NCR-12 or NCR-15 is the figure shown on the certificate of Administrative officer immediately following the words "Approved Payment to Applicant". Such amount for form NCR-17 is the figure shown in column (q) of such form opposite the name of the applicant in column (r).
- i. Make no entry in the last line of each sheet of ACP-13A for the lot at this time.
2. Release the lot and the set of forms ACP-13A therefor to the review clerk. The review clerk will release such forms ACP-13A to the adding clerk, who, after obtaining subtotals and totals, will return them to the typist.



3. When a set of forms ACP-13A is returned by the adding clerk, count the original sheets in each set and enter the total number of such sheets in the space immediately following the word "of" and preceding the word "Sheets".
4. Enter in column (c) on the last line of each sheet of ACP-13A the subtotal for such sheet, which is shown on the adding tape. Type in column (b) immediately below the last name on the last sheet of ACP-13A in the set the words "Amount Brought Forward". Type in column (c) opposite such words the total amount for all preceding sheets ACP-13A in the set which is shown on the adding tape. Enter in column (c) on the last line of the last sheet of form ACP-13A the total for all such forms in the set.
5. In the event that forms ACP-13A are not available, form ACP-13 should be used in lieu thereof. In such cases, enter upon ACP-13 the same information that would have been entered upon form ACP-13A had it been available.
6. After a set of forms ACP-13A have been completed, prepare form ACP-14 in triplicate (original and two copies) for such set.
  - a. Enter in the second space in the upper right-hand corner immediately following the words, "Administrative No." the administrative number shown on ACP-13A.
  - b. Enter in the first space in the upper central part immediately following the word "Office" the name of the office in which the form is being prepared. For example, if the form is being prepared in the State office in Ohio, enter the words "Ohio State Office".



- c. Enter in the second space in the upper central part immediately following the words "Prepared at", the name of the city in which the form is being prepared. For example, if the form is being prepared in the State office in Ohio, enter the words "Columbus, Ohio".
  - d. Enter in the space in the central part immediately below the words "THE UNITED STATES, Dr. To: Persons named on the attached Continuation Sheet (Payees)", the amount to be paid. This amount is the total for the lot shown on the last line of the last ACP-13A in the set.
  - e. Enter in the spaces provided therefor in the certification, the number of the first and last pages of forms ACP-13A in the set. For example, if there are five sheets of ACP-13A in the set, insert the figure "1" in the first space and the figure "5" in the second space.
  - f. Enter in the space provided therefor in the certification the amount of the voucher. This amount will be the same as that obtained under 5(d), supra.
7. Prepare form ACP-22 in septuple (original and six copies) listing thereon as many lots as are available, provided the lots so included do not cover more than 300 payees. Do not include part of the same lot in two forms ACP-22.
- a. Enter in the first space in the upper left-hand corner immediately above the words "Department or Establishment", the words "Dept. of Agri." if such words have not already been entered.





- b. Enter in the first space in the upper central part immediately above the words "Bureau or Office", the words "Agri. Adj. Adm." and the name of the State office. For example, if the form is being prepared in the State office in Illinois the entry would be "Agri. Adj. Adm., Ill. State Office".
- c. Enter in the second space in the upper left-hand corner immediately following the word "By", the name "G. F. Allen" if such name has not already been entered.
- d. Enter in the second space in the upper central part immediately above the words "Title or rank", the words "Chief Disbursing Officer", if such words have not already been entered.
- e. Enter in the second space in the upper right-hand corner immediately above the word "Station" the city and State where the regional disbursing office is located. For example, if the regional disbursing office is located in Minneapolis, the entry will be "Minneapolis, Minn.". The regional disbursing office for the States in the North Central Region will be located as follows:

<u>City</u>	<u>States</u>
Chicago, Illinois	Iowa, Wisconsin, Illinois, Indiana and Michigan.
Cleveland, Ohio	Ohio.
St. Louis, Missouri	Missouri.
Minneapolis, Minnesota	Minnesota, South Dakota.
Kansas City, Missouri	Nebraska



- f. Enter in the third space in the upper left-hand corner immediately following the word "Period" the name of the month. The name of the month to be entered will be the month in which the form ACP-22 is being prepared except that if it is prepared after the 20th day of such month, the name of the next month should be entered.
- g. Enter in the third space in the upper right-hand corner immediately following the words "Symbol No." the symbol number. This number will have to be obtained from the appropriate regional disbursing office.
- h. Enter in the fourth space in the upper left-hand corner immediately following the words "Bureau Schedule No.", the bureau schedule number. Obtain this number from the person in charge who shall keep a register of bureau schedule numbers. These numbers will be assigned consecutively, beginning with the number 1.
- i. Enter in the fourth space in the upper right-hand corner immediately following the word "Date", the date of preparation of form ACP-22.
- j. Enter in the fifth line immediately following the words "Appropriation or Fund" the following: "126/72215(21) 2 C & UALRUSDA", if such entry has not already been made.
- k. Enter in the column entitled "Bureau or Office Voucher No." the administrative number shown on each set of forms ACP-13A for which this form ACP-22 is being prepared.
- l. After entering the number for a set of forms ACP-13A in the column entitled "Bureau or Voucher No.", enter on the



same line in the column entitled "Payee" the name of the first payee shown on such set of forms ACP-13A and after such name enter the phrase "et al.".

- m. Enter on the same line opposite the entry in the column entitled "Payee" in the column entitled "Net Amount Due" the amount shown in the last line of the last sheet of the set of forms ACP-13A for which the entry was made in the column entitled "Payee".

- 8. Sign in the space provided therefor in Section III of each lot record and release the lots, together with forms ACP-13A, ACP-14, and ACP-22, to the review clerk.

## II. Instructions to Review Clerks.

- 1. Review clerks shall work in pairs.
- 2. Upon receipt of a lot from the typist, verify the name of the State and county on form ACP-13A by checking such items against the corresponding items on the lot record. If there is any disagreement, correct the entry on form ACP-13A.
- 3. Determine that the administrative number on a set of forms ACP-13A is correct by checking such number against the State and county code and lot number on the lot record. If there is any disagreement, correct the administrative number on forms ACP-13A.
- 4. Verify the serial numbers on form ACP-13A by checking such serial numbers against the serial numbers on NCR-12 or NCR-15 in the lot. If there is any disagreement, correct the entry on ACP-13A.
- 5. Verify each entry in the column entitled "Net Amount Due" on





ACP-13A for each applicant by checking such entry against the corresponding items on NCR-12, NCR-15, or NCR-17 and NCR-14, NCR-16, or NCR-18. If there is any disagreement, refer the case to the person in charge who will correct the entry on NCR-12, NCR-15, or NCR-17 and Form ACP-13A to agree with the entry on the appropriate NCR-14, NCR-16, or NCR-18.

6. Check the last application serial number on each sheet of forms ACP-13A against the first application serial number on the next succeeding sheet to make certain that the same item has not been duplicated. If an entry has been duplicated, draw a line through such entry on form ACP-13A.
7. Release the lot with forms ACP-13A to the adding clerk, who will make the necessary additions and release the lot to the typist.
8. When the typist returns one or more sets of forms ACP-13A with subtotals and totals typed thereon, such set or sets will be accompanied by one or more forms ACP-14 and one ACP-22. Upon receipt of such forms, check the subtotals and totals on each set of forms ACP-13A against the adding machine tape. Check all entries on forms ACP-14 and ACP-22 and correct any errors which have been made on such forms. If a large number of errors have been made, return the forms to the typist and have prepared a new set of forms. When a new set of forms has been prepared and reviewed in accordance with the instructions contained herein, the original set containing the errors should be destroyed. After all forms have been reviewed, and found to be correct, initial each sheet of form ACP-13A after the words "Checked by".



III. Instructions to Adding Clerk.

1. Upon receipt of a set of forms ACP-13A for a lot,
  - a. obtain a subtotal for each sheet of ACP-13A in the set, except the last sheet, by adding the figures in the column entitled "Net Amount Due",
  - b. add the subtotals obtained under the preceding paragraph numbered (a), and
  - c. add the entries on the last sheet of form ACP-13A in the set to the amount obtained under the preceding paragraph numbered (b).
2. Check the subtotals and total obtained in the preceding subsection 1 by repeating the procedure outlined therein.
3. When the addition has been completed and checked, attach the adding machine tape to the respective forms ACP-13A and release the lot to the typist.

IV. Instructions for Release of Lots.

1. When the review work in connection with all lots covered by one ACP-22 has been completed, the original and each copy of ACP-14 and ACP-22 must be signed in the name of the certifying officer. The certifying officer and his assistants will be persons duly authorized to sign such forms. When the forms have been signed, detach the second copy of each sheet of form ACP-13A in the set and the second copy of form ACP-14 for each lot, and the second copy of form ACP-22 and forward such forms to the Accounting Section.
2. Withdraw all copies of NCR-14, NCR-16, and NCR-18 and transmit such copies to the Statistics Section.



3. Fasten to each form NCR-12 or NCR-15 the forms relating thereto using paper clip pinches if there are six sheets or less and round-headed brass paper fasteners if there are more than six sheets.
4. Arrange the lots in the county block in the following order:
  - a. Form ACP-22, (original and five copies).
  - b. Form ACP-14 (original and one copy) for each lot covered by form ACP-22.
  - c. A set of forms ACP-13A (original and five copies) for each lot covered by form ACP-22.
  - d. Forms NCR-12, NCR-15, and the forms attached thereto in each lot covered by an ACP-22.
5. Prepare Record Form No. 3 in duplicate. Enter in the upper right hand corner of such Record Form No. 3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "General Accounting Office" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Forward the county block to the General Accounting Office with the proper forms attached thereto. Request the General Accounting Office to sign Record Form No. 3 for such county block and forward the original of such Record Form No. 3 to the record clerk in the Receiving and Files Unit. The copy of such record form will be left with the General Accounting Office.





PART VII - APPLICATION CLEARANCE UNIT

(Operation No. 7)

The personnel of the Application Clearance Unit shall consist of file clerks, correspondence clerks, stenographers, and computing clerks. Correspondence clerks shall use lead pencil for entry work and computing clerks shall use red pencil.

1. Instructions to File Clerk.

1. Stamp the date of receipt in the Application Clearance Unit of each piece of mail received in such Unit.
2. Any NCR-12 or NCR-15 which was suspended in the Acceptance, Receiving and Files, or Examining Unit will be listed on Record Form No. 3. The file clerk shall sign the original of such Record Form No. 3 and retain the copy. Any NCR-12 or NCR-15 which was suspended in any other unit of the Application for Payment Section as the result of a request on Record Form No. 6 for such NCR-12 or NCR-15 or a form related thereto, will be received by the Application Clearance Unit with a Record Form No. 4 attached to such NCR-12 or NCR-15, or with such Record Form No. 4 attached to Record Form No. 6.
3. Prepare a manila folder for each suspended case, stamping or writing thereon the appropriate county code and serial number, and place the suspended case in such folder, or if Record Form No. 6 is received in place of the suspended NCR-12 or NCR-15, place such Record Form in such folder.
4. Prepare a white 3" x 5" card for each suspended case, indicating thereon the appropriate county code and serial number of



such case, together with the date of receipt by the Application Clearance Unit. File such card in a card file in county and application serial number order.

5. Assign suspended cases to correspondence clerks in the order of their receipt in the Application Clearance Unit. Do not assign more than 25 suspended cases to a correspondence clerk at one time. Before delivering suspended cases to the correspondence clerk, remove the related 3" x 5" card from the "Card File" and enter thereon the name of the clerk to whom the suspended case is assigned and the date of the assignment. After such information is posted on the card, return the card to the Card File.
6. The correspondence clerk will attach to the folder containing the suspended case any correspondence prepared in connection with such case and forward such case to the person authorized to sign such correspondence. After such letters have been signed, they will be returned to the file clerk, attached to the suspended cases. Upon receipt of such cases, detach and mail the signed letters. Place a copy of such letters in the appropriate case folder and file such suspended cases by county code and serial number in the Application Clearance Unit File. Enter on the related 3" x 5" card for each suspended case, opposite the name of the correspondence clerk to whom such case was assigned, the date such case was returned for filing.
7. When a reply is received relative to a suspended case,



match the reply with such case and assign it to a correspondence clerk, following the procedure set forth in paragraph 5, supra. If the reply contains a new NCR-12 or NCR-15, stamp across the face of the old NCR-12 or NCR-15 the words "corrected application received", if such old NCR-12 or NCR-15 is in the Application Clearance Unit. Whenever possible, assign a suspended case for which a reply is received to the correspondence clerk who previously handled such case.

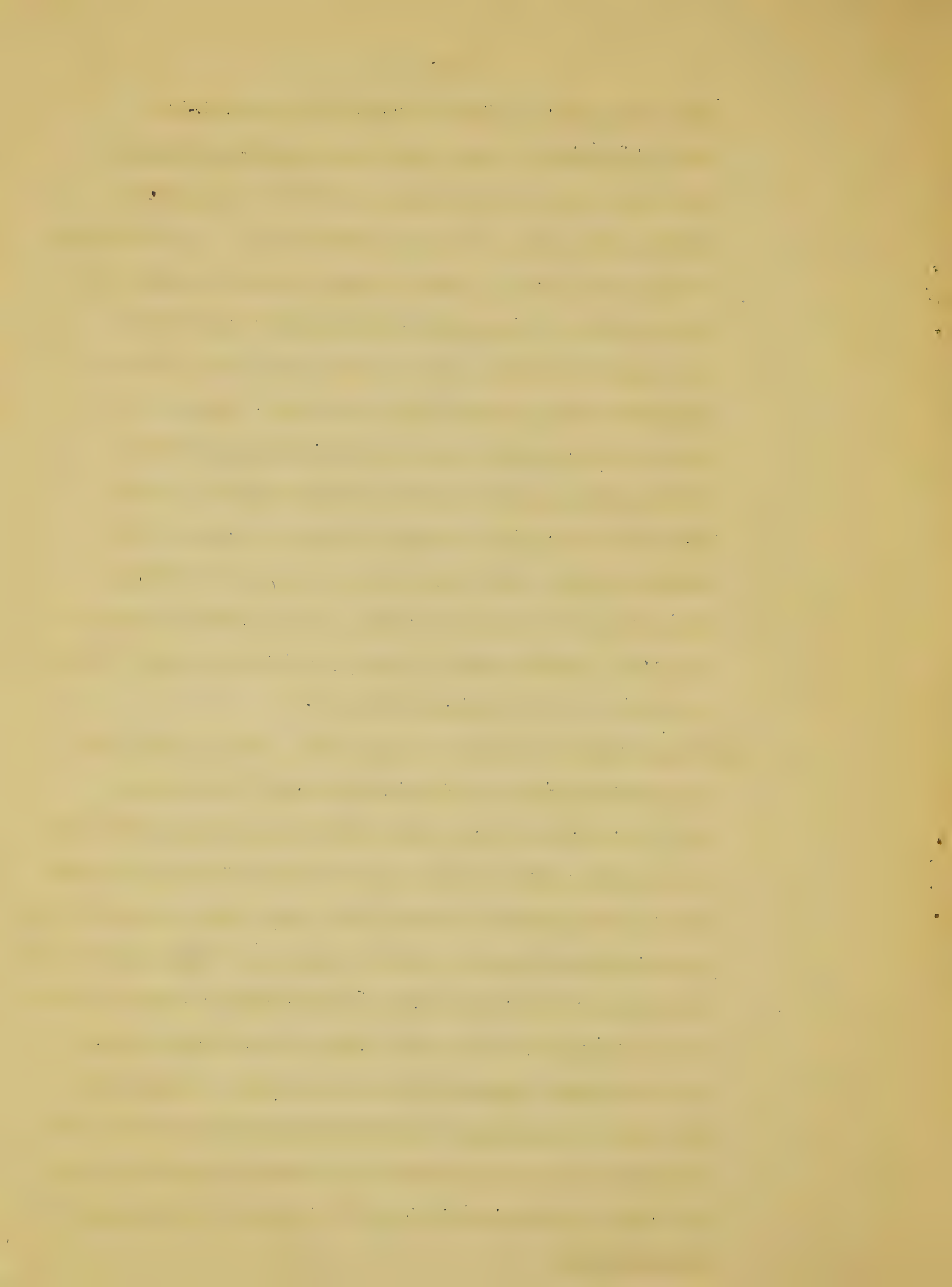
8. If the correspondence clerk determines that a case has been improperly suspended, or if he determines that the reply received in connection with a suspended case is sufficient to clear such suspended case, he will have the entry and computation work for such suspended case completed and return it to the file clerk with a notation that it is for release to the Payment Schedule Unit. Upon receipt of such cases, enter on the appropriate 3" x 5" cards, opposite the name of the correspondence clerk to whom each such case was assigned, the date such cases were received for release to the Payment Schedule Unit. Place the 3" x 5" cards for such cases in a file labeled "Release File" and place the suspended cases in the Application Clearance Unit File to be held until a sufficient number of such cases are ready for release to the Payment Schedule Unit.
9. Once each week withdraw from the Application Clearance Unit File all suspended cases which are ready for release to the Payment Schedule Unit, using the 3" x 5" cards in the "Release





File" as a guide. Remove the Forms NCR-12 and NCR-15 and the originals of the Forms NCR-14 and NCR-16 therefor from their folders and arrange such forms in application serial number order. Prepare a Record Form in duplicate on Record Form No. 2, listing thereon the serial numbers of not more than 100 suspended cases from one county which are ready for release. Do not list on one Record Form No. 2 suspended cases from more than one county. Obtain a lot number from the record clerk in the Receiving and Files Unit who will examine the County Progress Record to determine the number to be assigned to such lot. Enter on the Record Form No. 2 the State and county code, lot number, the names of the State and county, and the number of cases in the lot. Sign and enter the date in the space provided therefor in Section III of the Record Form No. 2.

10. Prepare Record Form No. 3 in duplicate. Enter in the upper right-hand corner of such Record Form No. 3 the letters "A. C. U.". Enter in the space provided therefor the State and county code. Enter in the space following the words "Released to" the words "Payment Schedule Unit", and enter the date in the space provided therefor. Enter in column (a) the lot number and in column (b) the total number of Forms NCR-12 and NCR-15 in the lot. Release the lot and both copies of the Record Form No. 3 to the Payment Schedule Unit. The original of Record Form No. 3 will be signed by the Payment Schedule Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of such record form will be retained in the Payment Schedule Unit.



11. Remove any Forms NCR-11 from the folders which contained cases which were forwarded to the Payment Schedule Unit and forward such Forms NCR-11 to the Statistics Section. Remove any copies of Forms NCR-14 or NCR-16 from such folders and forward such Forms NCR-14 or NCR-16 to the Statistics Section, leaving the copies of Record Form No. 6 attached to any copies of NCR-14 or NCR-16. Place the case folder with its remaining contents in a separate file labeled "Cleared Cases." Such file shall be kept in county and application serial number order.
12. When a suspended case is released to the Payment Schedule Unit, stamp or write on the appropriate record card "To Payment Schedule Unit" and indicate the number of the lot in which such case is included and the date that such suspended case was released. Return such card to the 3" x 5" Card File.
13. When Forms NCR-12 or NCR-15 suspended in the General Accounting Office are received, prepare Record Form No. 3 in duplicate. Include on one Record Form No. 3 only the cases from one county. Enter in the upper right-hand corner immediately following the words "Priority Block No." the letters "G.A.O." and enter the State and county code in the space provided therefor. Enter following the words "Released to" the words "Application Clearance Unit" and enter the date in the space provided therefor. Enter in columns (d) to (h) inclusive, the application serial numbers of the cases suspended in the General Accounting Office. Sign the original of such Record



Form No. 3 in the space provided therefor, and forward such original Record Form No. 3 to the record clerk in the Receiving and Files Unit. Retain the copy of such record form in the Application Clearance Unit.

14. Cases suspended by the General Accounting Office shall be handled in accordance with the procedure for handling cases suspended in the Application for Payment Section set forth in Section 1, paragraphs 1 to 11, inclusive, of this Part VII, except that the record clerk shall
  - a. prepare 3" x 5" cards for cases suspended by the General Accounting Office on blue cards.
  - b. detach the first copy of the preaudit difference statement and transmit such copy of the preaudit difference statement to the Accounting Section,
  - c. assign cases suspended by the General Accounting Office to correspondence clerks separately from other suspended cases,
  - d. prepare for each county a separate Record Form No. 2 for cases suspended by the General Accounting Office when they are ready for release to the Payment Schedule Unit,
  - e. fasten the original of the preaudit difference statement together with the original of the explanation relating thereto to the front of the case before it is submitted to the Payment Schedule Unit, and forward the remaining copy of the preaudit difference statement with a copy of the







explanation relating thereto to the Accounting  
Section.

## II. Instructions to Correspondence Clerks,

Correspondence clerks must be familiar with the instructions governing the performance of work in each of the seven units of the Application for Payment Section.

1. Upon receipt of a group of suspended cases from the file clerk, examine each such case carefully to determine that the suspension is warranted. If the suspension is not warranted, perform and check the entry work in connection with the suspended case (See Part IV - Entry), have the computations performed and checked, certify the application for payment (See Section 3, Part V - Computation), and release it to the file clerk for transmittal to the Payment Schedule Unit.
2. If the suspension is warranted, determine that all reasons for suspension have been recorded on Record Form No. 4, and prepare a letter to the county committee, outlining the reasons for the suspension and explaining the procedure to be followed in order to clear the suspended case. If there is only a slight irregularity in the NCR-12 or NCR-15, the original of such form may be returned to the county committee for correction. In such case the county committee should be instructed to make the correction and have such correction initialed by the applicant and by a member of the county committee. If a large number of errors appears on an NCR-12 or NCR-15,



retain such form in the State office, and request the county committee to prepare and submit a corrected NCR-12 or NCR-15. In all cases, the county committee should be instructed to prepare and attach a small slip of paper to the corrected form, indicating on such slip either that such form has been corrected or that it is to replace a form on file in the State office. When an NCR-12 or NCR-15 is returned to a county, the county committee should always be instructed to return such form, even though a new form is submitted, and to direct all mail containing corrected forms to the Application Clearance Unit.

3. Attach to the folder containing the suspended case any correspondence prepared in connection with such case and forward such case to the person authorized to sign such correspondence.
4. Upon receipt of a suspended case to which is attached a reply to previous correspondence, proceed as follows:
  - a. If the corrections requested have been made on the original form, determine that such corrections have been made and that no other alterations have been made on such form, or if a new NCR-12 or NCR-15 has been submitted, examine such form following the instructions to the examining clerk (See Part III - Examination).
  - b. Perform and review the entry work on Form NCR-14, NCR-16, or NCR-18, whichever is applicable, following the instructions to the entry clerk (See Part IV - Entry).

The first of these is the fact that the  
 system is not a simple one. It is a  
 complex one, and it is not possible to  
 describe it in a few words. It is a  
 system of many parts, and it is not  
 possible to describe it in a few words.  
 It is a system of many parts, and it is  
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 complex one, and it is not possible to  
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 system of many parts, and it is not  
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 system is not a simple one. It is a  
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 system is not a simple one. It is a  
 complex one, and it is not possible to  
 describe it in a few words. It is a  
 system of many parts, and it is not  
 possible to describe it in a few words.

- c. Upon completion of the entry work in connection with an NCR-12 or NCR-15, refer such form to a computing clerk.
  - d. When the NCR-12 or NCR-15 is returned by the computing clerk, execute the "Certificate of Administrative Officer", following the instructions to the review clerk in the Computation Unit (See Part V - Computation). When the NCR-12 or NCR-15 has been certified for payment, forward such case to the file clerk.
- 5. Upon receipt of a suspended case to which is attached a reply to previous correspondence, proceed as in Section II, paragraph 3, of this Part VII, if the suspended case has not been properly corrected.
  - 6. Each NCR-12 or NCR-15 suspended by the General Accounting Office will have attached thereto two copies of a preaudit difference statement, setting forth in detail the reason for such suspension. If the NCR-12 or NCR-15 was suspended because of an error in computations, request the copy of the applicable NCR-14 or NCR-16 on Record Form No. 6. When the copy of the applicable NCR-14 or NCR-16 is received, refer the case to a computing clerk for correction.
  - 7. When a case suspended by the General Accounting Office has been corrected, prepare, in triplicate, an explanation to be attached to the preaudit difference statement for the signature of the certifying officer. This explanation should set forth the procedure which has been followed to eliminate the reason for suspension.





8. When the original and first copy of such explanation have been signed, forward the suspended case to the file clerk in the Application Clearance Unit.

III. Instructions to Stenographers.

In preparing letters in connection with suspended cases, prepare one copy for the case folder, and prepare as many other copies as are necessary for filing in the State office. The original should be attached to the outside of the folder with a paper clip.

IV. Instructions to Computing Clerk.

Upon receipt of an NCR-12 or NCR-15 from a correspondence clerk, make the necessary computations following the instructions to computing clerks (See Part V - Computation). All computations should be rechecked to insure accuracy. Upon completion of the computation work, return the suspended case to the correspondence clerk from whom it was received.

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NCR-20, Revised

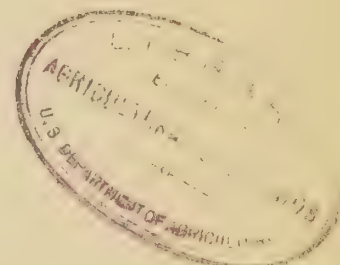
Issued November 7, 1936.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

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INSTRUCTIONS AND PROCEDURE RELATIVE TO  
HANDLING APPLICATIONS FOR PAYMENT AND  
RELATED FORMS UNDER THE PROVISIONS OF  
THE 1936 AGRICULTURAL CONSERVATION  
PROGRAM IN THE NORTH CENTRAL REGION

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For Use of State Committees

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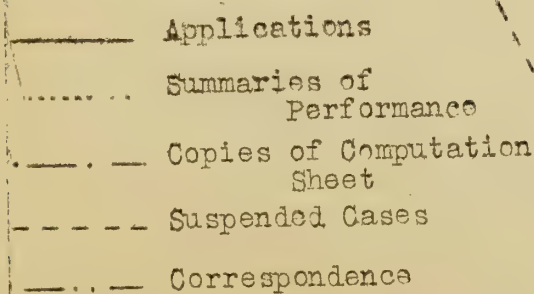
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Part I . . . . .	Acceptance
Part II . . . . .	Receiving and Files
Part III . . . . .	Examination
Part IV . . . . .	Entry
Part V . . . . .	Computation
Part VI . . . . .	Payment Schedule
Part VII . . . . .	Application Clearance



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graph TD
    CA[County Agricultural Conservation Associations] --> AU[Acceptance Unit]
    CA -.-> AU
    CA <--> ACU[Application Clearance Unit]
    AU --> RFU[Receiving and Files Unit]
    AU -.-> RFU
    RFU --> EU[Examination Unit]
    RFU -.-> EU
    RFU -.-> SS[from Statistics Section]
    EU --> ACU
    EU -.-> ACU
    EU -.-> SS[to Statistics Section]
    EU --> EUnit[Entry Unit]
    EUnit --> CU[Computation Unit]
    EUnit -.-> CU
    CU --> PSU[Payment Schedule Unit]
    CU -.-> PSU
    ACU -.-> PSU
    ACU -.-> GAO[General Accounting Office]
    PSU --> GAO
    PSU -.-> GAO
    GAO --> DO[to D.O.]
    GAO -.-> DO
    
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— Applications  
 ..... Summaries of Performance  
 - - - Copies of Computation Sheet  
 - - - Suspended Cases  
 . . . Correspondence







## GENERAL

There will be established in each State office in the North Central Region a section to be known as the Application for Payment Section. The function of this Application for Payment Section will be the handling of applications for payment and related forms from the time they are received in the State office until they are submitted to the General Accounting Office.

Members of the State Committee and clerks in the State office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions issued relating to the 1936 Agricultural Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. When there is a question relative to the procedure to be followed in any case, such question should be referred to the immediate superior.

Changes or corrections must not be made on any form used in connection with the 1936 Agricultural Conservation Program unless such changes or corrections are specifically authorized by these instructions. In making any corrections authorized by these instructions, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

In these instructions, reference to entries on any form will be made by line number and column heading. For example, the entry in line 1, column (a) of Section II of NCR-12, or of any block of Section II of NCR-15, will be referred to as "1(a) of NCR-12", or "1(a) of NCR-15"; the entry in line 2, column (c) of NCR-14 will be referred to as "2(c) of NCR-14."

The following definitions are used herein in addition to the definitions contained in NCR-B-1, revised as amended:

1. COUNTY BLOCK means all applications for payment and related forms which are received in the State office from one county at one time.
2. PRIORITY BLOCK NUMBER means the number assigned to a county block.
3. LOT means a group of not more than 100 applications for payment from the same county.
4. LOT NUMBER means the number assigned to a lot.
5. SUSPENDED CASE means any application for payment, together with related forms, which is not acceptable for payment without correction or information, or under which no payment is due.
6. APPLICATION FARM means any farm, data for which are listed on NCR-12, and any farm, data for which are listed in a block of NCR-15 and not marked "N.A.F."

7. NON-APPLICATION FARM means any farm, data for which are listed in a block of NCR-15 and marked "N.A.F."

Applications and related forms should be handled in the Application for Payment Section, by county blocks, in the order of their receipt.

The Application for Payment Section shall be divided into seven units. The work performed in any one unit shall be considered as an operation which will consist of one or more steps. The following is a brief outline of the steps performed in each operation:

1. Acceptance Unit: To spot-check the computations on summaries of performance; to spot-check data on applications for payment against data on corresponding summaries of performance; to spot-check to determine that acceptable addresses and signatures are inserted on applications for payment; to return to the county any transmittal of applications for payment and related forms which appear upon examination to be incorrectly or incompletely executed; and to release to the Receiving and Files Unit any transmittal of applications for payment and related forms which appear to have been properly executed.
2. Receiving and Files Unit: To stamp all forms with the date of receipt; to prepare and maintain county progress records; to prepare lot records; to release applications for payment and related forms to the Examination Unit; and to file copies of computation sheets which are received from the Statistics Section in the State office.
3. Examination Unit: To check the entries on summaries of performance; to check the transfer of data from summaries of performance to applications for payment; to check the bases, yields, and productivity indexes on applications for payment against approved bases, yields, and productivity indexes; to determine the acceptability of signatures on applications for payment; to designate the names of payees as they should appear on checks; to detach and forward to the Statistics Section of the State office the summaries of performance attached to acceptable applications; to release acceptable applications for payment to the Entry Unit; and to release suspended cases to the Application Clearance Unit.
4. Entry Unit: To transfer the data from applications for payment and rates of payment from NCR-B-2, Revised, as amended, and NCR-B-3 to computation sheets; to review the figures entered on computation sheets; and to release applications for payment and related forms to the Computation Unit.
5. Computation Unit: To make and enter on the computation sheet all computations which are necessary to determine



the amount of payment due an applicant; to review computations; to transfer amounts of payment from computation sheets to applications for payment; to approve applications for payment; and to release applications for payment, computation sheets, and related forms to the Payment Schedule Unit.

6. Payment Schedule Unit: To prepare, check, and certify vouchers for payment; to prepare schedules of disbursements; to release applications for payment, originals of computation sheets, originals and copies of vouchers and schedules of disbursement to the General Accounting Office; to release copies of computation sheets to the Statistics Section; and to release copies of vouchers and schedules of disbursement to the Accounting Section of the State office.
7. Application Clearance Unit: To notify county committees of corrections which have been made on transmittal sheets; to request the corrections necessary to clear suspended cases; to perform all necessary checking, entry, and computation operations in connection with suspended cases which have been cleared; to release corrected applications for payment and related forms to the Payment Schedule Unit; and to indicate, in proper cases, what farms should be non-application farms, and to notify county committees concerning applications for payment under which no payment will be made.

Persons who handle the mail received in the state office will, upon receipt of a transmittal of applications for payment and related forms, forward such transmittal to the Acceptance Unit. Any mail received in the state office directed to the Application Clearance Unit will be transmitted directly to the Application Clearance Unit. Likewise, any mail received in the state office relative to suspended cases or the status of any case will be forwarded directly to the Application Clearance Unit.

The following forms are to be used in connection with the procedure and instructions set forth herein. A sufficient supply of these forms will be furnished to each state office.

- RF-1, County Progress Record. A record of the contents and progress of all county blocks and lots from each county.
- RF-2, Lot Record. A record of the contents and progress of a lot, and a record of the persons handling such lot in each unit.
- RF-3, Release of Lots and Suspended Cases. A record of the release of a county block or lot from one unit

to another. The reverse side of RF-3 may be used as a record of work assigned in the unit which receives the county block or lot.

RF-4, Suspension Sheet. A notice of the suspension of an application for payment.

RF-5, NCR-13 Correction Sheet. A notice of any corrections which are made on a transmittal sheet, NCR-13.

RF-6, Request for Application or Related Forms. A request to the Receiving and Files Unit for any application for payment or other form which is needed in the examination of another application for payment or related form.

When RF-4 is used in any unit to suspend a case, indicate thereon the priority block number, the State and county code, the lot number, the serial number, and all reasons for the suspension of such case.

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NCR-20, Revised

Issued November 7, 1936  
★ NOV 28 1936 ★  
U. S. Department of Agriculture

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART I - ACCEPTANCE UNIT

(Operation No. 1)

The Acceptance Unit will consist of one or more responsible persons who shall determine whether the forms NCR-12 or NCR-15 included in each transmittal accurately reflect the basic data taken from NCR-6 and the data relative to performance on farms covered by such forms NCR-12 or NCR-15, and whether such forms have been prepared, signed, and certified in such a manner as to warrant their acceptance for a determination of the amount of payment to be made in connection therewith.

In making this determination, the Acceptance Unit may spot-check the additions on forms NCR-11; spot-check the transfer of data from NCR-11 to NCR-12 or NCR-15; spot-check bases, yields, and productivity indexes in Section II of forms NCR-12 and NCR-15 against the approved bases, yields, and productivity indexes on NCR-6 and special crop listing sheets; spot-check signatures on forms NCR-12 and NCR-15 against typed names on forms NCR-12 and NCR-15 and against the typed names on NCR-13; and spot-check to determine that addresses have been inserted in Section I of forms NCR-12 and NCR-15. Where tobacco is grown in a county a spot-check should be made to determine that the name of the type of tobacco is entered in the appropriate columns on forms NCR-12 and NCR-15.

As a further check on the acceptability of a transmittal, the following determinations should be made in connection with a sample of forms NCR-11:

1. If 6(b) of Table II is equal to or less than 15 (b) of Table I, 16(b) of Table I must be zero.
2. If 17(b) of Table I is less than 6(b) of Table II, 27(b) of Table I must be zero.
3. If 16(b) of Table I is not zero, 17(b) of Table I must not exceed 6(b) of Table II.
4. If 27(c) of Table I is less than 27(b) of Table I, 16(c) of Table I must be zero.
5. 27(c) must not exceed 27(b).
6. If 16(c) of Table I is not zero, 27(c) of Table I must equal 27(b) of Table I.



If the examination and spot-check of forms NCR-12, NCR-15, and related forms reveal that any considerable number of errors were made in the execution of such forms, the transmittal should not be accepted, but should be returned to the county. The county committee should be requested to recheck computations on NCR-10, transfers from NCR-10 to NCR-11, and transfers from NCR-11 to NCR-12 or NCR-15. The attention of the county committee should be called to the types of errors appearing on the various forms.

In the event that a transmittal of forms NCR-12 or NCR-15 is returned to the county, stamp or write the word "rejected" and the date of such rejection on the first sheet of the original and the first sheet of the copy of NCR-13 for such transmittal. File the copy of such NCR-13 in a "Rejected Transmittals" file in the Acceptance Unit and return the original of such NCR-13 to the county committee with the forms NCR-12 or NCR-15 and related forms. Request the county committee to prepare a new set of forms NCR-13 when resubmitting the rejected transmittal.

If the examination and spot-check of forms NCR-12, NCR-15, and related forms do not reveal any errors in such forms, stamp or write the word "accepted" and the date of acceptance below the form number on the first sheet of the original and the first sheet of the copy of NCR-13. Such acceptance shall be initialed by the person in charge of the Acceptance Unit. File the copy of NCR-13 in an "Accepted Transmittals" file in the Acceptance Unit and release the original of NCR-13, the forms NCR-12, NCR-15, and related forms to the Receiving and Files Unit.

If the examination and spot-check of forms NCR-12, NCR-15, and related forms do not reveal a sufficient number of errors to warrant returning the transmittal to the county, prepare and attach RF-4 to each NCR-12 or NCR-15 in connection with which an error is found.

County committees have been instructed to attach the original of NCR-11 to the first NCR-12 or NCR-15 that is transmitted by the county on NCR-13, to which such NCR-11 refers, except when two such forms with respect to the same farm are transmitted at the same time, in which case such NCR-11 will be attached to the operator's NCR-12 or NCR-15. Spot-check to determine that forms NCR-11 are or have been transmitted for each farm covered by an NCR-12 or an NCR-15 in a transmittal. If such check reveals that any considerable number of such forms NCR-11 have not been received in the State office, such transmittal should be retained in the Acceptance Unit until such forms NCR-11 are received. In such cases the county committee shall be requested to forward such forms NCR-11 to the State office immediately, indicating that such forms are applicable to a transmittal of forms NCR-12 or NCR-15 being held in the Acceptance Unit.



United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

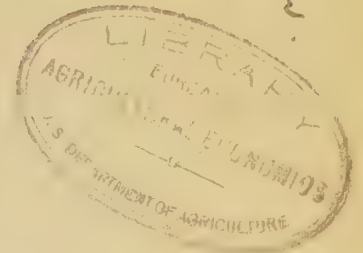
PART II - RECEIVING AND FILES UNIT

(Operation No. 2)

The personnel of the Receiving and Files Unit shall consist of receiving clerks, record clerks, and file clerks. All clerks in this unit shall use lead pencil.

I. Instructions to Receiving Clerks.

1. When a transmittal of forms NCR-12 or NCR-15 is received from the Acceptance Unit, stamp immediately to the right of the form number, or on the back of the form, the date of receipt on each sheet of each form received from the Acceptance Unit.
2. Two clerks working together shall check the serial numbers and the names of the applicants on forms NCR-12 and NCR-15 against the serial numbers and names listed on NCR-13. Enter a check mark (✓) in the left-hand margin of NCR-13 opposite each serial number for which there is in the transmittal an NCR-12 or NCR-15 with a corresponding serial number.
  - a. If an NCR-12 or NCR-15 is received and the serial number of such form is not listed on NCR-13, enter on NCR-13 such serial number and the name of the applicant. Initial NCR-13 to the right of the serial number. When a correction is made on NCR-13 with respect to an NCR-12 or NCR-15 prepare RF-5 and enter on such RF-5 in columns (a), (b), and (c), the information shown on such NCR-13 before correction and enter on the same line in columns (d), (e), and (f), the information shown on NCR-13 after correction.
  - b. If an NCR-12 or NCR-15 is missing for a serial number which is listed on NCR-13, draw a line through the serial number and all data opposite such serial number, and initial the deletion. Indicate in columns (a), (b) and (c) of RF-5 the information shown on NCR-13 and on the same line in columns (d), (e) and (f) of such RF-5 enter the words "application not in transmittal".
  - c. When any forms NCR-12 or NCR-15 from one county have the same serial number, refer such forms to the person in charge, who will determine whether they refer to the same farm or to different farms. If it appears that such forms have been executed by the same person and cover the same farm, prepare and attach RF-4 to each such NCR-12 or NCR-15. If it is determined that such forms NCR-12 or NCR-15 refer



to different farms, the person in charge shall assign new serial numbers to such forms NCR-12 or NCR-15. The first serial number so assigned to an NCR-12 in a county shall be 8001; to an NCR-15, 9001; to an NCR-12 or NCR-15 which bears the notation "cotton farm" or "sharecropper farm" in line 9 of Section II; 9501. The person in charge shall assign subsequent serial numbers consecutively and shall maintain a record of serial numbers so assigned for each county. Enter such new serial numbers on NCR-13 and on the appropriate NCR-12 or NCR-15 and related forms, and indicate on RF-5 the original and the new serial numbers and the name of the applicant.

- d. If the State and county code has not been entered on an NCR-12 or NCR-15, and related forms, make such entry. If a serial number has not been entered on an NCR-12 or NCR-15, determine from NCR-13 the correct serial number for such form and enter such serial number in the space provided therefor.
  - e. If an NCR-12 or NCR-15 is received and the State and county code and serial number are missing from such NCR-12 or NCR-15 and also from NCR-13, assign a serial number to such NCR-12 or NCR-15 as set forth in paragraph c, supra, entering the State and county code and serial number on NCR-13, and on such NCR-12 or NCR-15. Enter such data on RF-5.
  - f. After all the corrections made on the forms NCR-13 in a transmittal have been entered on RF-5, transmit such RF-5 to the Application Clearance Unit.
  - g. Two lists of persons indebted to the United States Government will be furnished each state office. Such lists will consist of the names of persons who received payment in excess of that due them under commodity contracts which they executed with the Secretary of Agriculture and the names of certain persons who are indebted to the Farm Credit Administration and other Federal lending agencies. One of such lists will be arranged alphabetically by states and the other alphabetically by counties. Check forms NCR-13 for a county against the state list to determine whether any such persons have made application for payment under the 1936 Agricultural Conservation Program. If there appears on NCR-13 the name of a person shown on the state list, prepare and attach RF-4 to the NCR-12 or NCR-15 executed by such person.
- 3. Arrange in serial number order all forms NCR-12, NCR-15, and related forms in the transmittal.
  - 4. The person in charge shall assign priority block number 1 to the first transmittal of forms NCR-12 and NCR-15 accepted.

Subsequent transmittals from the various counties shall be numbered consecutively in the order of receipt of such transmittals, without regard to county codes. For example, if the first transmittal accepted is from Washington County, it shall be assigned priority block No. 1; if the second transmittal accepted is from Jefferson County, it shall be assigned priority block No. 2. Enter the assigned priority block number in the upper right-hand corner of the first page of NCR-13.

5. The person in charge shall keep a record of the priority block numbers assigned. This record shall be referred to as the "Priority Block Number Register".
6. Place NCR-13 on top of the forms NCR-12, NCR-15, and related forms in the transmittal and release the county block to the record clerk.

## II. Instructions to Record Clerks.

1. Before any county blocks are received in the Receiving and Files Unit, prepare an RF-1 for each county in the State.
2. Upon receipt of a county block from the receiving clerk, divide such county block into lots of not more than 100 forms NCR-12 or NCR-15. Insofar as is possible forms NCR-12 from the same minor civil division should be placed in the same lot. Prepare RF-2 in triplicate. Assign the first lot from a county the No. 1 and number subsequent lots from such county consecutively. Enter in the appropriate spaces in the upper right-hand corner the priority block number assigned to the transmittal, the State and county code, and the lot number assigned to such lot. Immediately beneath the title of the form enter the name of the State and the name of the county. Enter in the next line in the first space the number of lots in the county block and enter in the next two spaces the first and last numbers of the lots in such county block. Enter in Section I of RF-2 the serial numbers included in such lot. In listing serial numbers in Section I of RF-2, either (1) enter the first and last serial numbers and list the serial numbers of missing applications; for example, 101-200, inclusive, except Nos. 157, 168, and 193; or (2) list the serial numbers of the applications which are present, whichever is the more practicable. Enter in the last line in Section I of RF-2 in the space provided therefor, the total number of forms NCR-12 and NCR-15 in the lot.
3. For each lot make entries on RF-1 as follows: enter in column (a) the priority block number; enter in column (b) the lot numbers of the lots in the county block; enter in column (c) the date of preparation of forms RF-2; enter in column (i) the total number of forms NCR-12 and NCR-15 in each lot. Obtain a total for column (i) for each county block, entering such



total in red pencil immediately below the last entry in column (i) for such county block. In the case of a subsequent transmittal or a request from the Application Clearance Unit for the assignment of a lot number, consult RF-1 before assigning such lot numbers and then assign the next succeeding number. In the case of a lot originating in the Application Clearance Unit, enter in column (b) of RF-1 the lot number assigned. At the same time on the same line, enter in columns (a), (c), (d), (e), (f), (i), and (k), if the lot consists of cases suspended in the Application for Payment Section, the letters "A.P.S.", and if the lot consists of cases suspended by the General Accounting Office, the letters "G.A.O."

4. Sign and enter the date in the spaces provided therefor in Section III of the original and the two copies of each RF-2 and release the originals and first copies of all forms RF-2 and all forms NCR-12, NCR-15 and related forms to the file clerk, by county blocks.
5. Place the original of each set of forms NCR-13 from a county in a folder to be used as a permanent record of forms NCR-12 and NCR-15 received. Place the second copies of forms RF-2 in a separate folder. File the folder containing the second copies of the forms RF-2 and the folder containing the originals of all forms NCR-13 in a file labeled "Control Record". Such control record shall be arranged by counties. The records for each county shall be arranged in the following order:
  - a. RF-1, if such form is not kept in a loose leaf binder.
  - b. Folder containing the originals of all forms NCR-13.
  - c. Folder containing forms RF-2 in consecutive order.
6. Each unit which releases a county block or lot will prepare RF-3. One copy of RF-3 will be forwarded to the unit receiving such county block or lot. The original RF-3 will be signed by the person designated in the unit receiving the county block or lot and will be transmitted to the record clerk. From the date on such RF-3 enter on the RF-1 for such county the date of release of the county block or lot to each unit. For example, the date of release of a county block or lot to the Examination Unit is to be entered in column (d) of RF-1. File the RF-3 from which such date is taken in a separate file. The first copy of each RF-2 showing the serial numbers of cases suspended in the first three units will be returned from the Examination Unit to the record clerk. File such copies of RF-2 in the Control Record in place of the second copies and destroy such second copies. When the original of RF-2 is received from the Payment Schedule Unit, file such original RF-2 in place of the first copies and destroy such first copies. If any forms NCR-12 or NCR-15 were suspended in the Entry, Computation or Payment Schedule Units such cases will be listed on the original RF-2. When the RF-3 showing the release of a county block to the General Accounting Office is received by the record clerk, enter in column (h) of RF-1 the date shown on

- such RF-3, enter in column (j) the number of forms NCR-12 and NCR-15 released to the General Accounting Office, and enter in column (k) the total number of suspensions in the Application for Payment Section. The entry in column (i) for each lot must be equal to the sum of the entries in columns (j) and (k) for such lot.
7. The Application Clearance Unit will prepare RF-3, listing the serial numbers of all forms NCR-12 and NCR-15 which were suspended by the General Accounting Office. The original of such RF-3 will be forwarded to the record clerk. Enter in Section IV of the appropriate RF-3 the serial numbers of the cases suspended by the General Accounting Office as shown on such RF-3. For each lot enter in column (l) of the appropriate RF-1 the total number of cases suspended by the General Accounting Office.
  8. After payments have been made in connection with forms NCR-12 or NCR-15 included in a lot, a copy of ACP-22 will be transmitted to the State office by the Disbursing Office of the Treasury Department. From the information shown on such ACP-22 enter on the appropriate RF-1 in columns (m) and (n) the Disbursing Office Voucher number and the date paid, respectively.
  9. When suspended cases are cleared in the Application Clearance Unit, such cases will be released by lots directly to the Payment Schedule Unit. A lot in such instances will consist of as many cases from the same county, not in excess of 100, as can be conveniently cleared at one time. The Application Clearance Unit will prepare RF-2 in duplicate for such lot and will forward the copy of such RF-2 to the record clerk. Enter on the appropriate RF-1 in column (g) the date shown on such RF-2. File the copy of RF-2 in the appropriate place in the control record. When the original of such RF-2 is received from the Payment Schedule Unit, file such original in the control record and destroy the copy.
  10. Upon receipt of an RF-6, original and first copy, determine whether the requested material is a form NCR-11, NCR-12, NCR-14, NCR-15, NCR-16, NCR-17, NCR-18, or other form.
    - a. If the material requested is an NCR-12 or NCR-15, determine from the control record whether such form has been received, and if received, determine the location of such form.
      - (1) If such form is in the Receiving and Files Unit, or in the Examination Unit, withdraw it from its place in the lot and insert in its place the original RF-6. Attach to the form requested the copy of such RF-6 and forward them to the person making such request. When the person who has requested such form has completed his examination thereof, he will return such form, together with the copy of RF-6 to the record clerk. Upon receipt of such form and the attached copy of RF-6, determine whether the lot in which such form was included has been

released to another unit or is still in the same unit. If such lot has been released to another unit, forward such form together with the attached copy of RF-6 to the Application Clearance Unit. If such lot has not been released to another unit, return the form which was requested to the appropriate lot and destroy both the original and copy of RF-6. Any unfinished operations on such form in such unit shall be completed before such lot is released to the next unit.

- (2) If the requested NCR-12 or NCR-15 is in the Entry Unit, the Computation Unit, or the Payment Schedule Unit, withdraw such form and any forms attached thereto from the lot. Enter in Section II of the RF-2 accompanying the lot and in Section II of the appropriate RF-2 in the control record the serial number of such NCR-12 or NCR-15. Prepare RF-4 for such case, noting on the copy of RF-6 "Return to Application Clearance Unit". Attach such RF-4 to the original RF-6 and forward them to the Application Clearance Unit. Attach to the form requested the copy of RF-6 and forward them to the person making such request. When the person who has requested such form has completed his examination, he will forward such form, together with the attached copy of RF-6, to the Application Clearance Unit.
- b. If the material requested is an NCR-14, NCR-16, or NCR-18, determine the location of such form.
  - (1) If the copy of such form is in the files of the Receiving and Files Unit, withdraw it, leaving in its place the original RF-6. Upon return of the form by the person who requested it, return such form to its proper place in the files and destroy both the original and copy of RF-6.
  - (2). If the requested NCR-14, NCR-16, or NCR-18 is in the Statistics Section, obtain such form and leave in its place the original RF-6. If the data from such form have not been recorded in the Statistics Section, note on the copy of RF-6 that the requested form is to be returned to the Statistics Section for the recordation of data therefrom. When a form NCR-14, NCR-16 or NCR-18 with the copy of RF-6 attached thereto, is returned, forward them to the Statistics Section. If the data from such form have been recorded in the Statistics Section, upon return of such form with the copy of RF-6 attached thereto from the person who requested it, forward them to the file clerk in the Receiving and Files Unit. The file clerk will place the NCR-14, NCR-16, or NCR-18 in its proper place in the file and destroy both the original and the copy of RF-6.
  - (3) If such form is located in the Entry, Computation, or Payment Schedule Unit, follow instructions outlined



under preceding paragraph a, withdrawing from the lot the requested NCR-14, NCR-16, or NCR-18, and related forms.

- c. If the material requested is an NCR-11 or NCR-11a, determine the location of such form.
  - (1) If such NCR-11 or NCR-11a is in the Statistics Section, withdraw such form and leave in its place the original RF-6. Attach to the withdrawn form the copy of RF-6 and forward them to the person making such request. When the NCR-11 or NCR-11a is returned, forward it together with the copy of RF-6 attached thereto to the Statistics Section.
  - (2) If such NCR-11 or NCR-11a is in Receiving and Files Unit, the Examination Unit or the Application Clearance Unit, withdraw such form and leave in its place the original RF-6. Attach to such NCR-11 or NCR-11a the copy of RF-6 and forward them to the person making such request. When such NCR-11 or NCR-11a is returned, proceed as in 10a (1), supra.
11. Prepare and transmit daily to the person in charge of the Application for Payment Section a report showing:
  - a. Number of forms NCR-12 and NCR-15 received in the Receiving and Files Unit each day.
  - b. Total number of forms NCR-12 and NCR-15 received in the Receiving and Files Unit up to and including such day.
  - c. Number of forms NCR-12 and NCR-15 forwarded to the General Accounting Office each day.
  - d. Total number of forms NCR-12 and NCR-15 forwarded to the General Accounting Office up to and including such day.
  - e. Number of forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section each day.
  - f. Total number of forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section up to and including such day.
  - g. Number of forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office each day.
  - h. Total number of forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office up to and including such day.
  - i. Such information concerning the number of cases paid and the amount of payments as is available.

j. Such other information as may be requested.

III. Instructions to File Clerks.

1. Arrange all county blocks on shelves or tables in the order of priority block numbers.
2. Upon receipt of a request for work from the Examination Unit, withdraw the county block having the lowest priority block number. Prepare RF-3 in duplicate. Enter in the upper right-hand corner of such RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Examination Unit", and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Release the county block, both copies of RF-3, forms NCR-6 for the county, and the special crop listing sheets for the county, if any, to the Examination Unit. The original RF-3 will be signed by the person designated in the Examination Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of such RF-3 will be retained in the Examination Unit. If forms NCR-6 and the special crop listing sheets, if any, for a county are not on file in the state office, do not release the county block to the Examination Unit. Notify the person in charge who will take the necessary steps to obtain such forms.
3. When the copies of forms NCR-14, NCR-16, and NCR-18 are released by the Statistics Section to the Receiving and Files Unit, file such forms in serial number order by counties.



United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

DEC 24 1936

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R. 20

PART III - EXAMINATION UNIT

(Operation No. 3)

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, and review clerks. Checking clerks shall use blue pencil, examining clerks shall use green ink, and review clerks shall use purple ink. Instructions relative to the examination of NCR-17 and forms related thereto are contained in NCR-20a.

Upon receipt of a county block from the Receiving and Files Unit, forms NCR-12, NCR-15, and related forms shall be assigned by lots to checking clerks who will use machines to make a check of the additions in Table I of NCR-11. Thereafter such county block shall be assigned to checking clerks by lots for a check of entries on NCR-11 and transfers from NCR-11 to NCR-12 or NCR-15. Thereafter such lots shall be assigned to a pair of checking clerks who shall check entries on forms NCR-12 and NCR-15 against entries on NCR-6. When a lot is completed by a pair of checking clerks, it shall be assigned to an examining clerk. When a lot is completed by an examining clerk, it shall be assigned to a review clerk. Lots shall be distributed in such a manner as to insure the completion of all lots in a county block at approximately the same time.

When an entry on NCR-11, NCR-12 or NCR-15 is found to be incorrect place an "X" above and to the right of such entry. Although an entry is found to be incorrect, complete the checking of all other entries. Examining clerks and review clerks shall examine and review all forms NCR-12 and NCR-15 in a lot, including cases previously suspended. If, in the examination of a case which has been previously suspended, the examining clerk finds an additional reason for suspension, such reason should be indicated on the RF-4 attached to such NCR-12 or NCR-15. The examining clerk shall complete RF-4 for cases suspended in the Acceptance or Receiving and Files Unit by inserting the priority block number and the lot number in the first and third spaces, respectively, in the upper right-hand corner of such form.

I. Instructions to Checking Clerks - First Check.

1. If, in making the additions on NCR-11 hereinafter set forth, it is found that an addition has been incorrectly made, unless otherwise provided prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Check the additions in Table I of each NCR-11 as follows:

- a. 12(b) must agree with the sum of 1(b) to 11(b), inclusive.
- b. 12(c) must agree with the sum of 1(c) to 11(c), inclusive.
- c. 15(b) must agree with the sum of 12(b) to 14(b), inclusive.
- d. 15(c) must agree with the sum of 12(c) to 14(c), inclusive.
- e. 17(b) must agree with the sum of 15(b) and 16(b).
- f. 17(c) must agree with the sum of 15(c) and 16(c).



- g. If 25(b) does not agree with the sum of 18(b) to 24(b), inclusive, strike the entry in 25(b) and enter the correct subtotal.
  - h. 25(c) must agree with the sum of 18(c) to 24(c), inclusive.
  - i. If 28(b) does not agree with the sum of the entries in 17(b), 25(b), 26(b), and 27(b), strike the entry in 28(b) and enter the correct total.
  - j. If 28(c) does not agree with the sum of the entries in 17(c), 25(c), 26(c), and 27(c), strike the entry in 28(c) and enter the correct total.
  - k. 4(c) of Table II must agree with the product obtained by multiplying the flax yield for the county as shown in NCR-B-3A by 5(c) of Table II.
2. Sign or initial RF-2 in the left-hand side of the first space provided for a signature of a checking clerk. Release the county block to the checking clerks who are to check entries on NCR-11 and transfers from NCR-11 to NCR-12 and NCR-15.

## II. Instructions to Checking Clerks - Second Check.

1. If, in making the determinations hereinafter set forth an error is found, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Clerks making the second check shall make the following determinations:
- a. 6(b) of Table II of NCR-11 must not exceed 28(b) of Table I of NCR-11.
  - b. If 6(b) of Table II of NCR-11 is equal to or less than 15(b) of Table I of NCR-11, 16(b) of Table I of NCR-11 must be zero.
  - c. If 16(b) of Table I of NCR-11 is not zero, 17(b) of Table I of NCR-11 must not exceed 6(b) of Table II of NCR-11.
  - d. If 16(b) of Table I of NCR-11 is not zero and if 17(b) of Table I of NCR-11 is less than 6(b) of Table II of NCR-11, then 27(b) of Table I of NCR-11 must be zero.
  - e. If 27(c) of Table I of NCR-11 is less than 27(b) of Table I of NCR-11, then 16(c) of Table I of NCR-11 must be zero.
  - f. 27(c) of Table I of NCR-11 must not exceed 27(b) of Table I of NCR-11.
  - g. If 16(c) of Table I of NCR-11 is not zero, then 27(c) and 27(b) of Table I of NCR-11 must be equal.
  - h. 2(d) of NCR-12 or NCR-15 must be equal to 4(c) of Table II of NCR-11.

- i. 3(a), 3(b), 3(c), and 3(d) of NCR-12 or NCR-15 must be equal to the entries for tobacco, cotton, sugar beets, and flax, respectively, in 13(c) or 14(c) of Table I of NCR-11.
  - j. 3(e) of NCR-12 or NCR-15 must be equal to the sum of 12(c) and 16(c) of Table I of NCR-11.
  - k. 3(f) of NCR-12 or NCR-15 must be equal to 17(c) of Table I of NCR-11.
  - l. 4(f) of NCR-12 or NCR-15 must be equal to 15(b) of Table I of NCR-11.
  - m. 5(f) of NCR-12 or NCR-15 must be equal to 25(c) of Table I of NCR-11.
  - n. 9(f) of NCR-12 or NCR-15 must be equal to the percentage entered opposite the applicant's name at the top of NCR-11.
  - o. Lines 7 and 8 of NCR-12 or NCR-15 must agree with columns (b) and (c), respectively, of Table III of NCR-11.
2. Sign or initial RF-2 in the right-hand side of the first space provided for the signature of a checking clerk and release the lot to the third checking clerks.

### III. Instructions to Checking Clerks - Third Check.

1. Check the entries on forms NCR-12 and NCR-15 against the entries on NCR-6 and special crop listing sheets as hereinafter set forth. Reference to column (1), column (2), or column (3), as the case may be, shall mean the column (1), column (2), or column (3) of NCR-6 on the line which has the same work sheet number in such column (1) as is entered in the third line of Section I of NCR-12 or in the space provided for such work sheet number above each block of NCR-15. If the minor civil division code and work sheet number are not shown in the space provided therefor in NCR-12 or NCR-15 or if an incorrect minor civil division code or work sheet number has been entered in such space, enter the correct minor civil division code and work sheet number. If the correct minor civil division code and work sheet number cannot be ascertained at this time, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. If, in making the entries in column (2) and column (3) as hereinafter set forth, it is found that an entry has already been made in such column (2) or column (3), except as otherwise provided, prepare RF-4 indicating thereon the State and county code and serial number of such NCR-12 or NCR-15, the reasons for suspending such case, and the serial number already entered in such column (2) or column (3). Attach such RF-4 to the appropriate NCR-12 or NCR-15. If an entry has already been made in column (2) or column (3) and if an "O. K." has not been entered

in column (1) prepare RF-4 indicating thereon the State and county code and serial number, the reason for suspending such case and the serial number already entered in such column (2) or column (3). Attach such RF-4 to the appropriate NCR-12 or NCR-15. Two checking clerks working together shall make entries on NCR-6 as follows:

- a. If an NCR-12 to which is attached an NCR-11 has not been suspended due to an error on NCR-11 or an incorrect transfer from NCR-11 to NCR-12, enter "O.K." immediately to the left of the work sheet number in column (1).
- b. If 9(f) of NCR-12 is 100 percent, enter the serial number of such NCR-12 in the upper right-hand corner of column (2) and enter "xxx" in the upper right-hand corner of column (3).
- c. If 9(f) of NCR-12 is less than 100 percent, and if the name of the applicant on NCR-12 agrees with the name in either column (2) or column (3), enter the serial number of such NCR-12 in the upper right-hand corner in column (2) or (3) in which such name appears, and enter in the upper left-hand corner of such column the percentage in 9(f) of NCR-12.
- d. If 9(f) of NCR-12 is less than 100 percent and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3), enter the serial number in the upper right-hand corner in column (2), enter the percentage in 9(f) of NCR-12 in the upper left-hand corner of such column, and enter a check mark (✓) in the upper right-hand corner in column (3).
- e. If 9(f) of NCR-12 is less than 100 percent, and if there is an entry in column (2) and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3) enter the serial number of such NCR-12 in the upper right-hand corner of column (3) and enter the percentage in 9(f) of such NCR-12 in the upper left-hand corner of column (3). If the name on such NCR-12 agrees with the name in column (2) transfer the serial number and percentage entered in column (2) to column (3) and insert such other serial number and percentage in column (2).
- f. When percentages have been entered in the upper left-hand corners of both column (2) and column (3) and if the sum of such percentages is not 100 prepare and attach RF-4 to NCR-12. Enter on such RF-4 the serial number previously entered in column (2) or column (3).



- g. Follow the procedure set forth in the preceding subdivisions, a to f, inclusive, for each block in NCR-15.
2. If, in making the determinations hereinafter set forth, a disagreement between an entry on NCR-12 or NCR-15 and NCR-6 or a special crop listing sheet is found, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Checking clerks shall make authorized corrections in columns (2), (3), and (14) of NCR-6 and check entries on NCR-12 and NCR-15 against corresponding entries on NCR-6 and special crop listing sheets. Check all forms NCR-12 in the county block and then check all forms NCR-15 in the county block as hereinafter set forth.
- a. If there is a notation in the margin to the right of Table II of the NCR-11 attached to the NCR-12 or NCR-15 to the effect that the soil-depleting base originally approved by the State committee has been reduced because such base exceeded the number of acres of cropland in the farm shown in 28(b) of Table I of NCR-11, draw a line through the entry in column (14) of NCR-6 and enter in the nearest available space in such manner that it may be distinguished from other corrections in such column (14), the entry in 6(b) of Table II of such NCR-11.
- b. 1(f) of NCR-12 or NCR-15 must agree with column (14) of NCR-6.
- c. 2(e) of NCR-12 or NCR-15 must agree with column (33) of NCR-6.
- d. 1(a) of NCR-12 or NCR-15 must agree with column (34 or (36) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15 or with column (14) of the tobacco listing sheet if the tobacco bases have not been transferred to the regular listing sheet.
- e. 2(a) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15, or with column (35) or (37) of the tobacco listing sheet, if the tobacco bases have not been transferred to the regular listing sheet.
- f. 1(b) of NCR-12 or NCR-15 must agree with column (34) or (36) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15, or with column (14) of the cotton listing sheet if the cotton bases have not been transferred to the regular listing sheet.
- g. 2(b) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15, or with column (35) or (37) of the cotton listing sheet if the cotton bases have not been transferred to the regular listing sheet.

- h. 2(c) of NCR-12 or NCR-15 must agree with column (9) of the special listing sheet for sugar beets.
3. Detach forms NCR-11 from the NCR-12<sup>or NCR-15</sup> to which an RF-4 is not attached and forward such forms NCR-11 to the Statistics Section. Return the forms NCR-6 to the file clerk in the Receiving and Files Unit.
  4. Check any forms NCR-12 or NCR-15 which were suspended because an "O. K." was not entered in column (1) of NCR-6 and if an "O. K." has been subsequently entered in column (1) remove the RF-4 attached thereto and place such NCR-12 or NCR-15 in its place in the lot. Upon completion of the checking work for a lot, both checking clerks shall sign or initial and enter the date in the second space provided therefor in Section III of RF-2. Do not list the serial numbers of such suspended cases on RF-2. Release the lot to an examining clerk.

#### IV. Instructions to Examining Clerks.

If, in the examination of forms NCR-12 or NCR-15 it is found that such forms do not meet the requirements hereinafter set forth, prepare and attach RF-4 to such NCR-12 or NCR-15. Make the following determinations in connection with forms NCR-12 and NCR-15.

1. Determine that no unauthorized deletion has been made in any printed matter on NCR-12 or NCR-15.
2. Check the bases in line 1 of each NCR-12 and of each block of NCR-15 in the lot, as follows:
  - a. 1(f) must equal the sum of 1(a), 1(b), 1(c), 1(d), and 1(e).
  - b. 1(c) must equal 3(c) unless the result obtained by subtracting 1(a) and 1(b) from 1(f) is less than 3(c), in which case 1(c) must be the result obtained by subtracting 1(a) and 1(b) from 1(f).
  - c. 1(d) must equal 3(d) unless the result obtained by subtracting 1(a), 1(b), and 1(c) from 1(f) is less than 3(d), in which case 1(d) must be the result obtained by subtracting 1(a), 1(b), and 1(c) from 1(f).
  - d. 3(f) must equal the sum of 3(a), 3(b), 3(c), 3(d), and 3(e).
3. If there are any erasures or corrections on NCR-12 or NCR-15, determine that each such erasure or correction has been initialed by two members of the county committee one of whom signed the NCR-12 or NCR-15 for the county committee.
4. If there is an entry in any line in column (a) determine that the name of the type of tobacco has been entered in the heading

of column (a) and if column (b) is used for tobacco, determine that the name of the type of tobacco has been entered in the heading of column (b) and that the word "cotton" in column (b) has been stricken.

5. If there is an entry in 1(a), 1(b), 1(c), 1(d), or 1(e) of NCR-12 or NCR-15, there must also be an entry in 2(a), 2(b), 2(c), 2(d), or 2(e), respectively, of such form.
6. If there is an entry in 3(a) and there is no entry in 1(a), determine that there is an entry in 2(a). Make the same determination for column (b). If in such cases there is no entry in 2(a) or 2(b) refer the case to the person in charge, who will determine the appropriate entry by multiplying the county check yield for cotton or tobacco, as the case may be, which will be found in the upper right-hand corner of the appropriate special crop listing sheet for such county by the productivity index for the farm. Make such entries in 2(a) and 2(b) in green ink.
7. If there is an entry in 3(e), determine that there is an entry in 2(e).
8. Determine that for each soil building practice number listed in line 7 of NCR-12 or NCR-15 there is an acreage figure entered in the corresponding space in line 8 of such form.
9. Determine that for each entry in line 8 of NCR-12 or NCR-15 there is a soil building practice number listed in the corresponding space in line 7 of such form.
10. Determine that each soil building practice listed in line 7 of NCR-12 or NCR-15 has been approved for the county or part of a county in which such farm is located as set forth in NCR-B-2, Revised, As Amended.
11. If soil building practice number "(m)" has been entered in line 7 of NCR-12 or NCR-15, determine that the number of feet has been entered immediately to the right of such soil building practice number.
12. Determine that there is a percentage figure in 9(f) of NCR-12 or NCR-15. If there is no percentage figure entered in 9(f), determine that the notation "cotton farm" or "sharecropper farm" has been entered in line 9.
13. a. Determine that dates have been entered in the spaces provided therefor in Sections I, III, and IV of NCR-12, and that the dates in Sections III and IV are not earlier than the date in Section I.  
  
b. Determine that dates have been entered in the spaces provided therefor in Sections I, II, and III of NCR-15,



and that the dates in Sections II and III are not earlier than the date in Section I.

14. a. Determine that acceptable signatures have been affixed in Sections I, III, and IV of NCR-12, and that all such signatures were affixed with pen or pencil.
- b. Determine that acceptable signatures have been affixed in Sections I, II, and III of NCR-15 and that all such signatures were affixed with pen or pencil.
15. a. Determine that the signatures appearing in Sections III and IV of NCR-12 are not those of the applicant and that the signatures in Sections III and IV of NCR-12 are not those of the same person.
- b. Determine that the signatures appearing in Sections II and III of NCR-15 are not those of the applicant and that the signatures in Sections II and III of NCR-15 are not those of the same person.
16. The signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 and the typed name of the applicant in line 1 of Section I of such NCR-12 or NCR-15 should be identical. However, if any of the following examples of differences between typed names and signatures appear on NCR-12 or NCR-15, such forms should not be suspended.

<u>Typed Name</u>	<u>Signature</u>
J. Doe	John Doe or Jno. Doe
John Doe	Jno. Doe or John A. Doe
Mrs. Sarah Smith	Sarah Smith
Jones and Smith a partnership	Jones and Smith by John Smith, a partner
J. Doe, Adm. of R. Roe Estate	John Doe, Adm. of the Estate of Richard Roe, Deceased
Joe Willington	Joe Wilington

If any of the following examples of differences between typed names and signatures appears on NCR-12 or NCR-15, such forms shall be suspended.

<u>Typed Name</u>	<u>Signature</u>
John Doe	J. Doe or J. A. Doe
Mrs. John Smith	Mrs. Mary Smith or Mary Smith
Jones and Smith	John Smith
Tom Welsh	Tom Welch

Requirements for signatures of individuals, co-signers and sole proprietorships are set forth in Section A of ACP-16.

17. If the signature of any applicant was affixed by mark, such signature must have been witnessed by at least one person whose signature must be in the original and handwritten.
18. If the signature in Section I of NCR-12 or NCR-15 is that of a person acting in a representative or fiduciary capacity, determine that such person in his signature has disclosed the principal or entity for whom he is acting and has indicated the capacity in which he has signed. Examples of acceptable signatures of persons acting in a representative or fiduciary capacity will be found in Section B of ACP-16.
19. Determine that the address of the applicant is entered in Section I of NCR-12 or NCR-15.
20. Determine the name of the payee as such name should appear on the check issued as payment under NCR-12 or NCR-15. If the signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 is in the style in which such name should appear on the check, such signature shall be used as a designation of the payee. If such signature is not readily legible or if any change is necessary in the style of the signature, either print the name of the payee on a slip of paper and staple such slip of paper to NCR-12 or NCR-15 over the signature of the applicant, in such a manner that the signature will remain accessible, or, where possible, bracket that portion of the signature which should not appear upon the check. The names of payees as they should appear on checks are as follows:
  - a. In the case of an individual, the name shall be in the same style as the signature of the applicant.

Example: <u>Signature</u>	<u>Payee</u>
John H. Doe	John H. Doe

- b. In the case of co-signers the names of such co-signers shall appear one above the other in the same style as the signatures of the applicants in the space provided therefor in Section I of NCR-12 or NCR-15. The last name shall be preceded by the word "and".

Example: <u>Signature</u>	<u>Payee</u>
John H. Doe	John H. Doe
Richard Roe	and Richard Roe

- c. In the case of a sole proprietorship, the name of the payee shall be the name of the sole proprietorship.

Example: <u>Signature</u>	<u>Payee</u>
ABC Company	ABC Company
by John Doe	
Sole Proprietor	

- d. In the case of a partnership, the name of the payee shall be the name of the partnership.

Example: <u>Signature</u>	<u>Payee</u>
Jones and Smith	Jones and Smith
by John Smith,	
a partner.	

- e. In the case of a corporation, the name of the payee shall be the name of the corporation.

Example: <u>Signature</u>	<u>Payee</u>
XYZ Co. Inc.	XYZ Co. Inc.
by John Doe, Pres.	

- f. In the case of an administrator, executor, guardian, or committee, the name of the payee shall be shown in three lines. The name of the administrator, executor, guardian, or committee, and the title (abbreviated) shall appear in the first line. The words "of the estate of" shall appear in the second line. The name of the deceased, incompetent, or minor together with the designation "deceased", "incompetent", or "minor" (abbreviated) shall appear in the third line.

Examples: <u>Signature</u>	<u>Payee</u>
John Smith Executor	John Smith, Exec.
of the estate of	of the estate of
F. Smith, deceased.	F. Smith, Dec.



John Smith Estate by James Smith, Adm.	James Smith, Adm. of the estate of John Smith, Dec.
---	---

John Doe, Guardian of Richard Roe, In- competent.	John Doe, Gdn. of the estate of Richard Roe, Incom.
---	---

- g. In the case of a receiver, trustee, or liquidator the name of the payee shall appear in two lines. The name of the receiver, trustee, or liquidator and his title shall appear in the first line. The name of the bank or institution or other entity for which the receiver, trustee, or liquidator is acting shall appear in the second line, or the second and third line, if the third line is necessary.

Example: <u>Signature</u>	<u>Payee</u>
Richard Roe, Receiver for City National Bank of Elkton, Ill.	Richard Roe, Rec. for City Nat. Bank of Elkton, Ill.

- h. In the case of a State, county or municipality, or agency thereof, the name of the payee shall be the name of such State, county, municipality, or agency.

Examples: <u>Signature</u>	<u>Payee</u>
State of South Dakota by and through its Rural Credit Board, John Doe, Sup.	Rural Credit Board of South Dakota
Douglas County, Mich. by John Doe, County Commissioner.	Douglas County, Mich.

- i. In the case of an agent the name of the payee shall be the name of the principal whether such principal be an individual, co-signer, partnership, corporation, receiver, or liquidator.

Examples: <u>Signature</u>	<u>Payee</u>
John Smith by John Doe, Agent	John Smith
John Doe, Agent for ABC Co.	ABC Company

21. Upon completion of the examination of an NCR-12 or NCR-15 initial such approved NCR-12 or NCR-15 in the space below the words "Schedule No." in the certificate of administrative officer.
22. Sign and enter the date in the space provided therefor in Section III of RF-2. Place all suspended cases on top of the lot. Do not list the serial numbers of such suspended cases on RF-2. Release the lot.

V. Instructions to Review Clerks.

1. Upon receipt of a lot, examine all suspended cases in the lot, following the instructions to Examining Clerks set forth in Section IV of this Part III, and determine whether the suspension of such cases is warranted. If doubt arises relative to the suspension of any case, consult the person in charge. If a suspension of NCR-12 or NCR-15 is not warranted, remove RF-4 and place such NCR-12 or NCR-15 in the proper place in the lot. Initial RF-4 below the signature of the examining clerk in all cases where the suspension of such case is warranted. Initial the NCR-12 or NCR-15 in the space below the blank space following the words "Schedule No." in the certificate of administrative officer in cases where the suspension is not warranted.
2. Examine all other forms NCR-12 and NCR-15 in the lot, following the instructions to examining clerks set forth in Section IV of this Part III. Determine whether any of such cases should have been suspended and that the name of the payee has been correctly designated. Correct such designation if necessary, upon approval of the person in charge. Initial each approved NCR-12 or NCR-15 in the space below the blank space following the words "Schedule No." in the certificate of administrative officer. Prepare and attach RF-4 to each NCR-12 or NCR-15 which is not approved and for which RF-4 has not been prepared, and place such suspended cases on top of the lot.
3. After the completion of the review of forms NCR-12 and NCR-15 in the lot, list in Section II of both copies of RF-2 the serial numbers of all suspended cases. Place all suspended cases on top of the lot and sign and enter the date in the spaces provided therefor in Section III of RF-2. Release the lot.

VI. Instructions for Release of County Block.

The clerk designated by the person in charge shall assemble all suspended cases in the county block and shall prepare RF-3 in triplicate. In preparing such form, enter in the upper right-hand

corner of RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Entry Unit and Application Clearance Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and enter in column (b) the total number of forms NCR-12 and NCR-15 released to the Entry Unit in each lot of such county block. Enter in column (c) the total number of forms NCR-12 and NCR-15 released to the Application Clearance Unit. Enter in columns (d) to (h), inclusive, the serial numbers of all suspended cases. Prepare and attach RF-4 to each RF-6 in the lot and place them with the other suspended cases in the lot.

Release the county block of approved forms NCR-12 and NCR-15 to the Entry Unit with a copy of RF-3. Release the suspended cases to the Application Clearance Unit with a copy of RF-3. The original RF-3 after being signed by the persons designated in the Entry Unit and Application Clearance Unit, shall be forwarded, together with the first copy of each RF-2 for such county block, to the record clerk in the Receiving and Files Unit.





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NCR-20, Revised

Issued November 7, 1936

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART IV - ENTRY UNIT

(Operation No. 4)



The personnel of the Entry Unit shall consist of entry clerks and review clerks. Entry clerks and review clerks shall use lead pencil. Instructions relative to entry work in connection with NCR-17 are contained in NCR-20a.

Upon receipt of a county block from the Examination Unit, applications shall be assigned to entry clerks by lots. When a lot is completed by an entry clerk, it shall be assigned to a review clerk.

The entry work in connection with forms NCR-12 in a lot should be completed before entry work is commenced in connection with forms NCR-15 in such lot.

The entries on forms NCR-14 and NCR-16 must be made so as to result in clear and legible entries on the copies of such forms as well as on the originals thereof.

I. Instructions to Entry Clerks - Preparation of NCR-14.

1. Prepare an NCR-14 for each NCR-12 in the lot. Enter in the spaces provided therefor in the upper right-hand corner of such NCR-14 the State and county code and serial number of such NCR-12, the applicant's name, and the county rate for such county, which rate is contained in NCR-B-3.
2. Enter above the title "Computation Sheet for One Farm" of NCR-14 the work sheet number shown in Section I of NCR-12 and circle such entry.
3. If the name of a type of tobacco appears in the heading of column (a) of NCR-12, enter such name in the blank space in the heading of column (a) of NCR-14.
4. If the word "cotton" has been stricken from the heading of column (b) of NCR-12 and the name of a type of tobacco entered therein, strike the word "cotton" in the heading of column (b) of NCR-14 and enter the name of such type of tobacco therein.



5. Transfer the entries in Section II of NCR-12 to NCR-14, as follows:

	<u>Section II</u> <u>of NCR-12</u>		<u>NCR-14</u>
a.	transfer 1(a)	to	1(a)
b.	" 1(b)	"	1(b)
c.	" 1(c)	"	1(c)
d.	" 1(d)	"	1(d)
e.	" 1(e)	"	1(e)
f.	" 1(f)	"	1(f)
g.	" 2(a)	"	3(a)
h.	" 2(b)	"	3(b)
i.	" 2(c)	"	3(c)
j.	" 2(d)	"	3(d)
k.	" 2(e)	"	3(e)
l.	" 3(a)	"	10(a)
m.	" 3(b)	"	10(b)
n.	" 3(c)	"	10(c)
o.	" 3(d)	"	10(d)
p.	" 3(e)	"	10(e)
q.	" 3(f)	"	10(f)
r.	" 4(f)	"	6(f)
s.	" 5(f)	"	16(f)
t.	" 6(f)	"	space following word "plus" in line 22.
u.	" all entries in line 7	to	line 23
v.	" all entries in line 8	"	line 24

In transferring the entries from lines 7 and 8 of Section II of NCR-12 to lines 23 and 24 of NCR-14, transfer the first entry in line 7 and the first entry in line 8 of Section II of NCR-12 to the first space in line 23 and the first space in line 24 of NCR-14, respectively; then transfer the entries in the second space of lines 7 and 8 of Section II of NCR-12 to the second space of lines 23 and 24 of NCR-14, respectively. Proceed likewise in the transfer of any other such entries. If the soil building practice number "(m)" appears in line 7 of NCR-12, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to line 23 of NCR-14 and transfer the acreage figure for such practice to line 24 of NCR-14.

- w. Transfer 9(f) of NCR-12 to 30 (f) of NCR-14.
- x. Enter in the appropriate column of line 25 of NCR-14 the rate of payment per acre for the soil building practice shown in each such column of line 23 of NCR-14. The rate of payment per acre for each soil building practice will be found in NCR-B-2, Revised, as amended.

## II. Instructions to Entry Clerks - Preparation of NCR-16.

- 1. Prepare NCR-16 for each NCR-15 in the lot. NCR-16 consists of eight parts:

Part I - - - - -	Crops in the General Soil Depleting Base.
Part II - - - - -	Tobacco.
Part III - - - - -	Cotton.
Part IV - - - - -	Sugar Beets.
Part V - - - - -	Flax.
Part VI - - - - -	Deduction for Failure to Meet Minimum.
Part VII - - - - -	Soil Building Payment.
Part VIII - - - - -	Grand Summary.

Use as many parts as are necessary to reflect the data shown on NCR-15. If there is an entry in either 1(e) or 3(e) in any block of NCR-15, use Part I of NCR-16. If there is an entry in either 1(a) or 3(a) of any block of NCR-15, use Part II of NCR-16. When Part II of NCR-16 is used, enter in the space provided therefor the name of the type of tobacco. If the names of more than one type of tobacco are entered on NCR-15, use a separate sheet of Part II for each type. If there is an entry for cotton in either 1(b) or 3(b) of any block of NCR-15, use

Part III of NCR-16. If there is an entry in either 1(c) or 3(c) of any block of NCR-15, use Part IV of NCR-16. If there is an entry in either 1(d) or 3(d) of any block of NCR-15, use Part V of NCR-16. Part VI and Part VIII of NCR-16 will be used in every case where there is an NCR-15. Part VII will be used if an entry appears in any space in line 7 of any block of NCR-15. When Part II of NCR-16 is used, strike the words "Part III Cotton" in the heading of such part, and strike the words "or Part III" in the box heading of column (o). Similarly, if Part III is used, strike any reference to Part II and any reference to tobacco; if Part IV is used, strike any reference to Part V and any reference to flax; and if Part V is used, strike any reference to Part IV and any reference to sugar beets.

2. Enter the State and county code and serial number and the applicant's name in the spaces provided therefor on each page and part of NCR-16. Enter, in the space provided therefor in Part I of NCR-16, the county rate for such county contained in NCR-B-3.
3. For application farms, (see definition, page 2) transfer the entries from column (e) of the block of NCR-15 for each such farm to consecutive lines of Part I of NCR-16. Leave a blank line for sub-totals immediately following the last of such entries. In the next line, write the words "non-application farms" (see definition, page 2) and enter immediately below such words the data for non-application farms in a manner similar to that for application farms. In the same manner, transfer entries for application and non-application farms from columns (a), (b), (c), and (d) of each block of NCR-15, to Parts II, III, IV, and V, respectively, of NCR-16. Transfer the entries from each block of NCR-15 to the appropriate line of Part I of NCR-16, as follows:

<u>NCR-15</u>			<u>NCR-16</u>		
<u>Each Block</u>			<u>Part I</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(e)	"	"	(h)
d.	"	2(e)	"	"	(c)
e.	"	3(e)	"	"	(j)
f.	"	9(f)	"	"	(e)

4. Transfer the entries from each block of NCR-15 to the appropriate line of Part II of NCR-16, as follows:

<u>NCR-15</u>			<u>NCR-16</u>		
<u>Each Block</u>			<u>Part II</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(a)	"	"	(g)
d.	"	2(a)	"	"	(c)
e.	"	3(a)	"	"	(h)

5. Transfer the entries from each block of NCR-15 to the appropriate line of Part III of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part III</u>
a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" 1(b)	" " (g)
d.	" 2(b)	" " (c)
e.	" 3(b)	" " (h)
f.	" 9(f)	" " (e)

6. Transfer the entries from each block of NCR-15 to Part IV of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part IV</u>
a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" 1(c)	" " (g)
d.	" 2(c)	" " (c)
e.	" 3(c)	" " (i)
f.	" 9(f)	" " (e)

7. Transfer the entries from each block of NCR-15 to Part V of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part V</u>
a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" 1(d)	" " (g)
d.	" 2(d)	" " (c)
e.	" 3(d)	" " (i)
f.	" 9(f)	" " (e)

8. Transfer the entries for all application farms on NCR-15 to Part VI of NCR-16. Do not transfer any entries for non-application farms to Part VI. Correct the heading of column (j) so that it reads "(e) x.25" instead of "(c) x.25". Proceed as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part VI</u>
a.	transfer block number	to column (a)
b.	" work sheet number	" " (b)
c.	" 1(a)	" " (c)



<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part VI</u>
d. Transfer	1(b)	to column (d)
e.     "	1(c)	"     "     (e)
f.     "	1(d)	"     "     (f)
g.     "	1(e)	"     "     (g)
h.     "	5(f)	"     "     (n)
i.     "	9(f)	"     "     (o)

9. Transfer the entries for application farms on NCR-15 to Part VII of NCR-16. Do not transfer any entries for non-application farms to Part VII. In entering practice numbers, enter all practice numbers for the first farm, one under the other, before proceeding to the practice numbers for the second farm. If the soil building practice number "(m)" appears in line 7 in any block of NCR-15, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to the appropriate line in column (h) of Part VII of NCR-16, and transfer the acreage figure for such practice to the appropriate line of column (k) of Part VII of NCR-16. Proceed as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part VII</u>
a. Transfer block number		to column (a)
b.     "     work sheet number		"     "     (b)
c.     "     line 7, all entries		"     "     (h), in the
	in order	same order
d.     "     line 8, all entries		"     "     (k), in the
	in order	same order
e.     "     5(f)		"     "     (c)
f.     "     6(f)		"     "     (d)
g.     "     9(f)		"     "     (f)
h. After all entries for application farms are made in Part VII of NCR-16, enter in column (i) of Part VII the rate of payment per acre shown in NCR-B-2, Revised, as amended, for each practice, the number of which is entered in column (h).		

10. After all entry work has been completed in connection with all forms NCR-12 and NCR-15 in the lot, sign and enter the date in the space provided therefor in Section III of RF-2 and release the lot.

### III. Instructions to Review Clerks.

1. Determine that the correct computation forms have been prepared for all forms NCR-12 and NCR-15 in the lot.



2. Verify the entry work on all forms NCR-14 and NCR-16 in the lot, following the instructions to the entry clerk contained herein. Use the copy of NCR-14 or NCR-16 in verifying the entry work, in order that poor carbon impressions may be detected and made legible. If an error was made in transferring any entry from NCR-12 to NCR-14, or from NCR-15 to NCR-16, note such error and refer the case to the person in charge, who will make the correction. Check all entries on all forms NCR-14 and NCR-16 in the lot before referring such notations of errors to the person in charge for correction.
3. After all review work has been completed, sign and enter the date in the space provided therefor in Section III of RF-2 and release the lot.

IV. Instructions for Release of County Block.

After all entry and review work has been completed on all lots in the county block, prepare RF-3 in duplicate. Enter in the upper right-hand corner of RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Computation Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Release the county block and both copies of RF-3 to the Computation Unit. The original RF-3 will be signed by the person designated in the Computation Unit and will be forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Computation Unit.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART V -- COMPUTATION UNIT

(Operation No. 5)

The personnel of the Computation Unit shall consist of computing clerks and review clerks. Computing clerks and review clerks shall use lead pencil. Review clerks shall use ink in making entries and signing in the spaces provided therefor in the "Certificate of Administrative Officer" on forms NCR-12 and NCR-15.

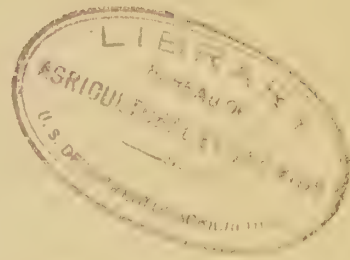
Except as otherwise provided herein, wherever a computation results in a negative number, enter zero, and not the negative number. For example, if 67.50 is to be subtracted from 46.50 enter a zero and not the negative number (-21.00).

All computations relative to acres, yields, percentages and amounts of money shall be carried to three decimal places and rounded to two decimal places. If a computation results in a number which contains more than three decimal places, disregard all figures beyond the third decimal place. In rounding numbers to two decimal places, fractions amounting to five thousandths (0.005) or less shall be dropped and fractions amounting to six thousandths (0.006) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is:

- (a) 8.4766, disregard the figure in the fourth decimal place (6) and enter 8.48;
- (b) 8.4759, disregard the figure in the fourth decimal place (9) and enter 8.47.

All computations relative to ratios shall be carried to five decimal places and rounded to four decimal places. If a computation results in a number which contains more than five decimal places, disregard all figures beyond the fifth decimal place. In rounding numbers to four decimal places, fractions amounting to five hundred-thousandths (0.00005) or less shall be dropped and fractions amounting to six hundred-thousandths (0.00006) or more shall be considered as a ten-thousandth of a unit. For example, if the result of a computation is:

- (a) 0.697682, disregard the figure in the sixth decimal place (2) and enter 0.6977;
- (b) 0.687655, disregard the figure in the sixth decimal place (5) and enter 0.6876.



The person in charge will be responsible for the maintenance of a constant flow of work. Whenever possible, the person in charge should assign a separate lot to each computing clerk.

Computations will be performed and entered on NCR-14 or NCR-16, whichever is applicable. Perform all computing operations for all forms NCR-14 in the lot, and then perform computing operations for all forms NCR-16 in the lot. If there are any forms NCR-18 in the lot, perform computing operations on such forms NCR-18 in accordance with the instructions contained in NCR-20a before performing any computing operations on forms NCR-14 and NCR-16 in the lot.

I. Instructions to Computing Clerks for Making Computations on NCR-14.

1. Make the computations in column (e) through line 21. Proceed next to make the computations through line 21 in column (a), column (b), column (c), and column (d), respectively. Then make the computations in line 26, except in column (f), and, lastly, make the computations in column (f).
2. Computations for Column (e) - General.
  - a. 2(e) shall be obtained by multiplying 1(e) by 0.15.
  - b. 4(e) shall be obtained by multiplying 3(e) by the county rate entered in the space provided therefor at the top of the sheet immediately under the applicant's name.
  - c. 5(e) shall be obtained by multiplying 2(e) by 4(e).
  - d. 6(e) shall be obtained by subtracting from 6(f) the sum of the entries in 1(a), 1(b), 1(c), and 1(d).
  - e. Enter in 15(e) the entry in 2(e).
  - f. Determine whether 1(e) is equal to, greater or less than 6(e).
    - (1) If 1(e) is equal to or greater than 6(e)
      - (a) Enter "xxx" in 7(e), 8(e), 9(e) and 12(e)
      - (b) If 1(e) is greater than 10(e)
        - (a-1) 11(e) shall be obtained by subtracting from 1(e) the entry in 10(e).
        - (a-2) 13(e) shall be obtained by multiplying 4(e) by 11(e).



(a-3) Enter in 14(e) the smaller of 5(e) or 13(e).

(a-4) Enter a zero in 20(e) and 21(e).

(c) If 1(e) is equal to or less than 10(e)

(a-1) Enter a zero in 11(e), 13(e), and 14(e).

(a-2) 20(e) shall be obtained by subtracting from 10(e) the entry in 1(e).

(a-3) 21(e) shall be obtained by multiplying 4(e) by 20(e).

(2) If 1(e) is less than 6(e).

(a) Enter in 7(e) the entry in 6(e).

(b) 8(e) shall be obtained by multiplying 1(e) by 0.85.

(a-1) If 8(e) is equal to or greater than 10(e),

(b-1) Enter "xxx" in 9(e), 11(e), 12(e), and 13(e).

(b-2) Enter in 14(e) the entry in 5(e).

(b-3) Enter a zero in 20(e) and 21(e).

(a-2) If 8(e) is less than 10(e) <sup>and</sup> 7(e) is greater than 10(e),

(b-1) 9(e) shall be obtained by subtracting from 7(e) the entry in 8(e).

(b-2) 11(e) shall be obtained by subtracting from 7(e) the entry in 10(e).

(b-3) 12(e) shall be obtained by dividing 11(e) by 9(e).

(b-4) 13(e) shall be obtained by multiplying 5(e) by 12(e).

(b-5) Enter in 14(e) the entry in 13(e).

(b-6) Enter a zero in 20(e) and 21(e).

(a-3) If 8(e) is less than 10(e) and 7(e) is less than 10(e),

(b-1) Enter "xxx" in 9(e), 11(e), 12(e) and 13(e).



(b-2) Enter a zero in 14(e).

(b-3) 20(e) shall be obtained by subtracting from 10(e) the entry in 7(e).

(b-4) 21(e) shall be obtained by multiplying 4(e) by 20(e).

(a-4) If 7(e) is equal to 10(e),

(b-1) Enter "xxx" in 9(e), 11(e), 12(e), and 13(e).

(b-2) Enter a zero in 14(e), 20(e), and 21(e).

3. Computations for Column (a) - Tobacco.

a. 2(a) shall be obtained by multiplying 1(a) by 0.30.

b. 4(a) shall be obtained by multiplying 3(a) by,

(1) 0.05 if column (a) is headed "Burley";

(2) 0.035 if column (a) is headed "Dark air-cured";

(3) 0.03 if column (a) is headed "Cigar Leaf";

(4) 0.03 if column (a) is headed "Eastern Ohio Export".

c. 5(a) shall be obtained by multiplying 2(a) by 4(a).

d. Determine whether 1(a) is equal to, greater, or less than 10(a).

(1) If 1(a) is greater than 10(a)

(a) 11(a) shall be obtained by subtracting from 1(a) the entry in 10(a).

(b) 13(a) shall be obtained by multiplying 4(a) by 11(a).

(c) Enter in 14(a) the smaller of 5(a) or 13(a).

(d) 15(a) shall be obtained by multiplying 1(a) by 0.20.

(e) Enter a zero in 20(a) and 21(a).

(2) If 1(a) is equal to or less than 10(a),

(a) Enter a zero in 11(a), 13(a), and 14(a).

(b) 15(a) shall be obtained by multiplying 1(a) by 0.20.

(c) 20(a) shall be obtained by subtracting from 10(a) the entry in 1(a).

(d) 21(a) shall be obtained by multiplying 4(a) by 20(a).

If the word "Cotton" has been stricken from the box heading of column (b) and the name of a type of tobacco has been substituted therefor, repeat for column (b) the computations set forth for column (a).

4. Computations for Column (b) - Cotton.

- a. 2(b) shall be obtained by multiplying 1(b) by 0.35 unless 1(b) is 5.7 or less, in which case enter 2.0 or 1(b), whichever is smaller.
- b. 4(b) shall be obtained by multiplying 3(b) by 0.05.
- c. 5(b) shall be obtained by multiplying 2(b) by 4(b).
- d. Determine whether 1(b) is equal to, greater, or less than 10(b).

(1) If 1(b) is greater than 10(b)

(a) 11(b) shall be obtained by subtracting from 1(b) the entry in 10(b).

(b) 13(b) shall be obtained by multiplying 4(b) by 11(b)

(c) Enter in 14(b) the smaller of 5(b) or 13(b).

(d) 15(b) shall be obtained by multiplying 1(b) by 0.20.

(e) Enter a zero in 20(b) and 21(b).

(2) If 1(b) is equal to or less than 10(b)

(a) Enter a zero in 11(b), 13(b), and 14(b).

(b) 15(b) shall be obtained by multiplying 1(b) by 0.20.

(c) 20(b) shall be obtained by subtracting from 10(b) the entry in 1(b).

(d) 21(b) shall be obtained by multiplying 4(b) by 20(b).

5. Computations for Column (c) - Sugar Beets.

- a. 4(c) shall be obtained by multiplying 3(c) by,

(1) for Illinois - 0.374

(2) for Indiana - 0.375

- (3) for Iowa - 0.360
- (4) for Michigan - 0.385
- (5) for Minnesota - 0.381
- (6) for Nebraska - 0.362
- (7) for Ohio - 0.371
- (8) for South Dakota - 0.392
- (9) for Wisconsin - 0.374

- b. 13(c) shall be obtained by multiplying 1(c) by 4(c).
  - c. Enter in 14(c) the entry in 13(c).
  - d. 15(c) shall be obtained by multiplying 1(c) by 0.25.
  - e. 20(c) shall be obtained by subtracting from 10(c) the entry in 1(c).
  - f. 21(c) shall be obtained by multiplying 4(e) by 20(c).  
[4(e) is the rate per acre shown in line 4 of the column with the box heading "General"].
6. Computations for Column (d) - Flax.
- a. 4(d) shall be obtained by multiplying 3(d) by 0.20.
  - b. 13(d) shall be obtained by multiplying 1(d) by 4(d).
  - c. Enter in 14(d) the entry in 13(d).
  - d. 15(d) shall be obtained by multiplying 1(d) by 0.20.
  - e. 20(d) shall be obtained by subtracting from 10(d) the entry in 1(d).
  - f. 21(d) shall be obtained by multiplying 4(e) by 20(d).  
[4(e) is the rate per acre shown in line 4 of the column with the box heading "General"].

7. Computations for Soil Building Practices.

- a. The entry in line 26 for each practice number in line 23 shall be obtained by multiplying the entry in line 24 by

the entry in the corresponding column in line 25, unless the practice number is "(m)", in which case enter in line 26 the smaller of the amounts obtained by:

(1) Multiplying the number of acres in line 24 by the rate per acre in line 25, and

(2) Multiplying the number of feet shown to the right of the practice number in line 23 by \$0.004.

3. Computations for Column (f) - Total.

- a. Enter "xxx" in 13(f).
- b. 14(f) shall be obtained by adding 14(a), 14(b), 14(c), 14(d), and 14(e).
- c. 15(f) shall be obtained by adding 15(a), 15(b), 15(c), 15(d), and 15(e).
- d. 17(f) shall be obtained by subtracting from 15(f) the entry in 16(f).
- e. 18(f) shall be obtained by multiplying 17(f) by 1.5 and then multiplying the product by 4(e). [4(e) is the rate per acre shown in line 4 of the column with the box heading "General".]
- f. 19(f) shall be obtained by subtracting from 14(f) the entry in 18(f).
- g. 21(f) shall be obtained by adding 21(a), 21(b), 21(c), 21(d), and 21(e).
- h. 22(f) shall be obtained by adding 16(f) and the entry shown in the space following the word "plus" in line 22 and multiplying such sum by one dollar (\$1.00).
  1. If the product is less than \$10.00 enter \$10.00 in 22(f).
- i. 26(f) shall be obtained by adding the entries in line 26 for each of the several practices.
- j. Enter in 27(f) the smaller of 22(f) or 26(f).
- k. 28(f) shall be obtained by adding 19(f) and 27(f).
- l. 29(f) shall be obtained by subtracting from 28(f) the entry in 21(f). If the result obtained is zero or less prepare and attach RF-4 to such "No Payment" NCR-12



and do not perform any of the computations hereinafter outlined in paragraphs m. n. o. p. and q. of this Section I.

- m. 31(f) shall be obtained by multiplying 29(f) by 30(f).
- n. Make no entry in 32(f).
- o. 33(f) shall be obtained by multiplying 31(f) by 90 percent
- p. Enter to the left of 32(f) the figure obtained by multiplying 27(f) by 30(f).
- q. Enter to the left of 31(f) the figure obtained by subtracting from 31(f) the entry to the left of 32(f). If the result of such subtraction is a negative number, enter such negative number preceded by a minus sign and circle such entry.

## II. Instructions for Making Computations on Form NCR-16.

Except as otherwise provided in this Section II of Part V, the figures involved in any computation shall be taken from the same line as that for which the computation is being made.

### 1. Part I of NCR-16. Crops in General Soil Depleting Base.

- a. Column (d) shall be obtained by multiplying column (c) by the county rate entered in the space provided therefor at the top of the sheet immediately below the applicant's name.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (g) shall be obtained by subtracting from the entry in 4(f) in the appropriate block of NCR-15, the sum of the entries in 1(a), 1(b), 1(c), and 1(d) in such block of NCR-15. Complete all entries in column (g) before making other computations.
- d. Column (i) shall be obtained by multiplying column (h) by 0.85.
- e. Column (k) shall be obtained by multiplying column (f) by column (g).
- f. Column (l) shall be obtained by multiplying column (f) by column (h).
- g. Column (m) shall be obtained by multiplying column (f) by column (i).
- h. Column (n) shall be obtained by multiplying column (f) by column (j).



- i. Column (o) shall be obtained by subtracting from column (l) the entry in column (m).
- j. Add the entries for application farms in columns (k), (l), (m), (n), and (o), and insert the subtotal for each of these columns immediately below the last figures for application farms. Obtain the subtotals for the same columns for non-application farms. Enter such subtotals below the last figures for non-application farms. If NCR-16, Part I, does not contain a sufficient number of lines to list all application farms for any applicant and it is necessary to use more than one sheet, obtain the subtotals in columns (k), (l), (m), (n), and (o) for the first sheet and place such subtotals in the appropriate columns on the last line of the first sheet and on the first line of the second sheet. Proceed in a similar manner if additional sheets are needed for application farms. If, after all application farms have been listed, additional sheets are necessary for non-application farms, obtain and carry forward subtotals for non-application farms in the same manner, using care to keep subtotals for application farms and non-application farms separate.
- k. Make the entries and computations in column (p) as follows:
  - (1) Enter in item 1 the larger of the subtotals of column (k) or column (l);
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
    - (a) If item 2 is equal to item 1,
      - (a-1) Enter "xxx" in items 3, 4, 5, 6, 7 and 8.
      - (a-2) Enter a zero in items 9 and 10.
  - (3) Determine whether the subtotal of column (l) is equal to, greater or less than the subtotal of column (k).
    - (a) If the subtotal of column (l) is equal to or greater than the subtotal of column (k),
      - (a-1) Enter "xxx" in items 3, 5, 6, and 8.
      - (a-2) Item 4 shall be obtained by subtracting from item 1 the entry in item 2.
        - (b-1) If the result obtained is zero or less,
          - (c-1) Enter "xxx" in item 7.

- (c-2) Enter a zero in items 4 and 9.
- (c-3) Item 10 shall be obtained by subtracting from item 2 the entry in item 1.
- (b-2) If the result obtained is greater than zero
- (c-1) Enter the difference in item 4.
- (c-2) Enter in item 7 the subtotal of column (o).
- (c-3) Enter in item 9 the smaller of item 4 or item 7.
- (c-4) Enter a zero in item 10.
- (b) If the subtotal of column (l) is less than the subtotal of column (k),
  - (a-1) Enter in item 3 the subtotal of column (m).
  - (b-1) If item 2 is equal to or less than item 3,
    - (c-1) Enter "xxx" in items 4, 5, 6, 7 and 8.
    - (c-2) Enter in item 9 the subtotal of column (o)
    - (c-3) Enter a zero in item 10
  - (b-2) If item 2 is greater than item 3, and also greater than item 1,
    - (c-1) Enter "xxx" in items 4, 5, 6, 7 and 8.
    - (c-2) Enter a zero in item 9.
    - (c-3) Item 10 shall be obtained by subtracting from item 2 the entry in item 1.
  - (b-3) If item 2 is greater than item 3 but less than item 1,
    - (c-1) Item 4 shall be obtained by subtracting from item 1 the entry in item 2,
    - (c-2) Item 5 shall be obtained by subtracting from item 1 the entry in item 3.
    - (c-3) Item 6 shall be obtained by dividing item 4 by item 5.

(c-4) Enter in item 7 the subtotal of column (o).

(c-5) Item 8 shall be obtained by multiplying item 6 by item 7.

(c-6) Enter in item 9 the entry in item 8.

(c-7) Enter a zero in item 10.

(4) Enter in item 11 the larger of the subtotals of column (k) or column (l) for non-application farms.

(5) Enter in item 12 the subtotal of column (n) for non-application farms.

(6) Item 13 shall be obtained by subtracting from item 12 the entry in item 11. If the result obtained is zero or less, enter a zero.

2. Part II. Tobacco.

a. Column (d) shall be obtained by multiplying column (c) by:

(1) 0.05, if the name of the type of tobacco is "Burley";

(2) 0.035, if the name of the type of tobacco is "Dark Air-Cured";

(3) 0.03, if the name of the type of tobacco is "Cigar Leaf".

(4) 0.03, if the name of the type of tobacco is "Eastern Ohio Export".

b. Column (f) shall be obtained by multiplying column (d) by column (e).

c. Column (i) shall be obtained by multiplying column (g) by 0.30.

d. Column (j) shall be obtained by multiplying column (f) by column (g).

e. Column (k) shall be obtained by multiplying column (f) by column (h).

f. Column (l) shall be obtained by multiplying column (f) by column (i).

g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).

- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j).

(For each line either column (m) or column (n) will be zero).

- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (l), (m), and (n). If more than one sheet of NCR-16, Part II, is needed, subtotals for application and non-application farms should be handled in the same manner as outlined for Part I.
- j. Make the entries and computations in column (o) as follows:

- (1) Enter in item 1 the subtotal of column (m) for application farms.
- (2) Enter in item 2 the subtotal of column (n) for application farms.
- (3) Determine whether item 2 is equal to, greater or less than item 1.

(a) If item 2 is equal to item 1

(a-1) Enter "xxx" in item 4.

(a-2) Enter a zero in items 3, 5, and 6.

(b) If item 2 is less than item 1

(a-1) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.

(a-2) Enter in item 4 the subtotal of column (l) for application farms.

(a-3) Enter in item 5 the smaller of item 3 or item 4.

(a-4) Enter a zero in item 6.

(c) If item 2 is greater than item 1

(a-1) Enter "xxx" in item 4.

(a-2) Enter a zero in items 3 and 5.

(a-3) Item 6 shall be obtained by subtracting from item 2 the entry in item 1.



- (4) Enter in item 7 the subtotal of column (m) for non-application farms.
- (5) Enter in item 8 the subtotal of column (n) for non-application farms.
- (6) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less enter zero.

3. Part III. Cotton.

- a. Column (d) shall be obtained by multiplying column (c) by 0.05.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (i) shall be obtained by multiplying column (g) by 0.35, unless column (g) is 5.7 or less, in which case column (i) shall be 2.0 or column (g) whichever is smaller.
- d. Column (j) shall be obtained by multiplying column (f) by column (g).
- e. Column (k) shall be obtained by multiplying column (f) by column (h).
- f. Column (l) shall be obtained by multiplying column (f) by column (i).
- g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).
- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j).  
(For each line either column (m) or column (n) will be zero).
- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (l), (m), and (n). If more than one sheet of NCR-16, Part III is needed subtotals for application and non-application farms should be handled in the same manner as outlined for Part I of NCR-16.



j. Make the entries and computations in column (o) as follows:

- (1) Enter in item 1 the subtotal of column (m) for application farms.
- (2) Enter in item 2 the subtotal of column (n) for application farms.
- (3) Determine whether item 2 is equal to, greater, or less than item 1.
  - (a) If item 2 is equal to item 1
    - (a-1) Enter "xxx" in item 4.
    - (a-2) Enter a zero in items 3, 5, and 6.
  - (b) If item 2 is less than item 1
    - (a-1) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
    - (a-2) Enter in item 4 the subtotal of column (1) for application farms.
    - (a-3) Enter in item 5 the smaller of item 3 or item 4.
    - (a-4) Enter a zero in item 6.
  - (c) If item 2 is greater than item 1
    - (a-1) Enter "xxx" in item 4.
    - (a-2) Enter a zero in items 3 and 5.
    - (a-3) Item 6 shall be obtained by subtracting from item 2 the entry in item 1.
- (4) Enter in item 7 the subtotal of column (m) for non-application farms.
- (5) Enter in item 8 the subtotal of column (n) for non-application farms.
- (6) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less enter zero.

4. Part IV. Sugar Beets.

a. Column (d) shall be obtained by multiplying column (c) by:

- (1) For Illinois: 0.374
- (2) For Indiana - 0.375
- (3) For Iowa - 0.360
- (4) For Michigan - 0.385
- (5) For Minnesota - 0.381
- (6) For Nebraska - 0.362
- (7) For Ohio - 0.371
- (8) For South Dakota - 0.392
- (9) For Wisconsin - 0.374

b. Column (f) shall be obtained by multiplying column (d) by column (e).

c. Column (h) shall be obtained by multiplying column (f) by column (g).

d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).

e. Column (k) shall be obtained by multiplying column (e) by column (j).

f. Column (l) shall be obtained by multiplying column (k) by the rate per acre shown in column (d) of Part I for such farm.

g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).

h. Make the entries in column (m) as follows:

- (1) Enter in item 1 the subtotal of column (h) for application farms.
- (2) Enter in item 2 the subtotal of column (l) for application farms.
- (3) Enter in item 3 the subtotal of column (l) for non-application farms.

5. Part V. Flex.

- a. Column (d) shall be obtained by multiplying column (c) by 0.20.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (h) shall be obtained by multiplying column (f) by column (g).
- d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).
- e. Column (k) shall be obtained by multiplying column (e) by column (j).
- f. Column (l) shall be obtained by multiplying column (k) by the rate per acre for such farm shown in column (d) of Part I.
- g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).
- h. Make the entries in column (m) as follows:
  - (1) Enter in item 1 the subtotal of column (h) for application farms.
  - (2) Enter in item 2 the subtotal of column (l) for application farms.
  - (3) Enter in item 3 the subtotal of column (l) for non-application farms.

6. Part VI. Deduction for Failure to Meet Minimum.

- a. Column (h) shall be obtained by multiplying column (c) by 0.20.
- b. Column (i) shall be obtained by multiplying column (d) by 0.20.
- c. Column (j) shall be obtained by multiplying column (e) by 0.25.
- d. Column (k) shall be obtained by multiplying column (f) by 0.20.
- e. Column (l) shall be obtained by multiplying column (g) by 0.15.

- f. Column (m) shall be obtained by adding the entries in columns (h), (i), (j), (k), and (l).
- g. Column (p) shall be obtained by multiplying column (m) by column (o).
- h. Column (q) shall be obtained by multiplying column (n) by column (o).
- i. Obtain totals for columns (p) and (q).
- j. Make the entries and computations in column (r) as follows:
  - (1) Enter in item 1 the total of column (p).
  - (2) Enter in item 2 the total of column (q).
  - (3) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
  - (4) Enter in item 4 the largest of the entries in column (d) of Part I - Crops in the General Soil Depleting Base.
  - (5) Item 5 shall be obtained by multiplying item 3 by item 4 and then multiplying the product by 1.5.

7. Part VII. Soil Building Payment.

- a. Column (e) shall be obtained by adding column (c) and column (d), and multiplying the sum by one dollar (\$1.00). [If the product obtained is less than \$10.00 enter \$10.00 in column (e)].
- b. Column (g) shall be obtained by multiplying column (e) by column (f).
- c. Column (j) shall be obtained by multiplying column (f) by column (i).
- d. Column (l) shall be obtained by multiplying column (j) by column (k), unless the practice number in column (h) for such line is "(m)", in which case enter in column (l) the smaller of the amounts obtained by:
  - (1) multiplying column (j) by column (k), or
  - (2) multiplying the number of feet shown to the right of the practice number in column (h) by \$0.004, and multiplying the product by column (f).
- e. Obtain totals for columns (g) and (l).

f. Make the entries in column (m) as follows:

- (1) Enter in item 1 the total of column (l).
- (2) Enter in item 2 the total of column (g).
- (3) Enter in item 3 the smaller of item 1 or item 2.

8. Part VIII. Grand Summary.

a. Make transfers from the summaries of Parts I, II, III, IV, V, VI, and VII to Part VIII, as follows:

- (1) Item 9, Part I to item 1, Part VIII.
- (2) Item 10, Part I, to item 11, Part VIII.
- (3) Item 13, Part I to item 17, Part VIII.
- (4) Item 5, Part II to item 2, Part VIII.
- (5) Item 6, Part II to item 12, Part VIII.
- (6) Item 9, Part II to item 18, Part VIII.
- (7) Item 5, Part III to item 3, Part VIII.
- (8) Item 6, Part III to item 13, Part VIII.
- (9) Item 9, Part III to item 19, Part VIII.
- (10) Item 1, Part IV to item 4, Part VIII.
- (11) Item 2, Part IV to item 14, Part VIII.
- (12) Item 3, Part IV to item 20, Part VIII.
- (13) Item 1, Part V to item 5, Part VIII.
- (14) Item 2, Part V to item 15, Part VIII.
- (15) Item 3, Part V to item 21, Part VIII.
- (16) Item 5, Part VI to item 7, Part VIII.
- (17) Item 3, Part VII to item 9, Part VIII.

b. If there is no computation sheet for any part of NCR-16 enter zero in Part VIII for all entries which would otherwise be made from such part of NCR-16.

c. Item 6 shall be obtained by adding items 1, 2, 3, 4, and 5.



- d. Item 8 shall be obtained by subtracting from item 6 the entry in item 7.
- e. Item 10 shall be obtained by adding item 8 and item 9.
- f. Item 16 shall be obtained by adding items 11, 12, 13, 14 and 15.
- g. Item 22 shall be obtained by adding items 17, 18, 19, 20 and 21.
- h. Item 23 shall be obtained by subtracting from item 10 the sum of items 16 and 22. If the result obtained is zero or less, prepare and attach RF-4 to such "No Payment" NCR-15 and do not perform any of the computations hereinafter outlined in paragraphs i., j., and k. of this Section II.
- i. Make no entry in item 24.
- j. Item 25 shall be obtained by multiplying item 23 by 90 percent.
- k. Enter in column (m) immediately to the left of item 9 of Part VIII, the figure obtained by subtracting from item 23, Part VIII the entry in item 9, Part VIII. If the result of such subtraction is a negative number, enter such negative number, preceded by a minus sign, and circle such entry.

### III. Instructions to Review Clerks.

- 1. Verify every computation made by the computing clerk, following the instructions outlined in Sections I and II of this procedure. Use the copy of NCR-14 or NCR-16 in verifying the computations made by the computing clerk in order that poor carbon impressions may be detected and made legible. If a computation is found to be incorrect, repeat the computation to make certain that the original computation is incorrect, draw a line through the incorrect figure and enter the correct figure in the same space. If a large number of errors is found, refer the lot to the person in charge, who may have all sheets recomputed if it is deemed advisable.
- 2. After all computations on NCR-14 have been verified, execute that part of NCR-12 headed "Certificate of Administrative Officer" as follows:
  - a. Transfer 33(f) of NCR-14 to the space following the words "Approved Payment to Applicant".

- b. Enter the date and sign in the space provided for the signature of the examiner.
3. After all computations have been verified on NCR-16, execute that part of NCR-15 headed "Certificate of Administrative Officer", as follows:
  - a. Transfer item 25 of Part VIII of NCR-16 to the space following the words "Approved Payment to Applicant."
  - b. Enter the date and sign in the space provided for the signature of the examiner.
4. After the "Certificate of Administrative Officer" has been completed, initial the copies of all forms NCR-14 and NCR-16.
5. Upon completion of the review work in connection with a lot, place all suspended cases on top of the lot, sign and enter the date in the space provided therefor in Section III of RF-2 and release the lot.

#### IV. Instructions for Release of County Block.

After all computation and review work is completed on all lots in a county block, and if there are no suspended cases in the county block, prepare RF-3 in duplicate. Enter in the upper right-hand corner of RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Payment Schedule Unit", and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Release the county block and both copies of RF-3 to the Payment Schedule Unit. The original RF-3 will be signed by the person designated in the Payment Schedule Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Payment Schedule Unit. If there are any suspended cases in the county block they shall be released to the Application Clearance Unit, following the instructions in Section IV of Part III. Enter the serial numbers of such suspended cases in Section II of the original RF-2.



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION.

DEC 24 1936

PART VI - PAYMENT SCHEDULE UNIT

(Operation No. 6)

The personnel of the Payment Schedule Unit shall consist of typists, adding clerks, and review clerks. Review clerks shall use red ink. Forms NCR-12 and NCR-15 shall be assigned to typists by lots.

I. Instructions to Typists.

1. Upon receipt of a lot, prepare forms ACP-13B and ACP-13A in septuple (original and four copies of ACP-13B and two copies of ACP-13A) for such lot.
  - a. Enter in the space immediately following the word "State" the name of the State shown on RF-2.
  - b. Enter in the space immediately following the word "County" the name of the county shown on RF-2.
  - c. Enter in the space immediately following the words "Administrative Number" the State and county code and lot number shown on RF-2. For example, if the State and county code shown on RF-2 is 48-25, and the number assigned to such lot is 37, the administrative number to be entered will be 48-25-37.
  - d. Enter in the first space immediately following the words "Sheet No." the sheet number, beginning with number 1 for the first sheet of a lot and numbering all sheets for such lot consecutively.
  - e. Enter in column (a) the serial number shown on NCR-12 or NCR-15. Do not enter the State and county code in column (a).
  - f. Enter the name and address of the payee in column (b). The name of the payee to be entered in column (b) is to be typed in the same style as the applicant's signature unless a different style is designated by the examining clerk. In the latter case the examining clerk will have either securely attached to such NCR-12 or NCR-15 a slip of paper designating thereon the payee's name as it is to appear on ACP-13B and ACP-13A, or will have indicated by brackets, [ ] that part of the payee's signature which is not to appear on ACP-13B and ACP-13A. Below the name of the payee in column (b) enter the address, names of town and State only, of such payee as shown in Section I of such NCR-12 or NCR-15.



- g. Enter in column (c) of ACP-13B the net class I payment. Such figure for each NCR-12 is shown on NCR-14 immediately to the left of 31 (f). Such figure for each NCR-15 is shown in Part VIII of NCR-16 immediately to the left of item 9. Make no entry in column (c) of ACP-13A.
  - h. Enter in column (d) of ACP-13B the class II payment. Such figure for each NCR-12 is shown on NCR-14 immediately to the left of 32 (f). Such figure for each NCR-15 is shown in item 9 of Part VIII of NCR-16.
  - i. Enter in column (e) of ACP-13B and column (d) of ACP-13A the amount. Such amount for each NCR-12 is the figure shown in 33 (f) of NCR-14. Such amount for each NCR-15 is the figure shown in item 25 of Part VIII of NCR-16.
  - j. Make no entry in the last line of each sheet of ACP-13B and ACP-13A for the lot at this time.
2. Release the lot and the set of related forms ACP-13B and ACP-13A to the review clerk. The review clerk will release such forms ACP-13B and ACP-13A to the adding clerk. The adding clerk, after obtaining a total of the entries in the column entitled "Amount", will return the lot and the related set of forms ACP-13B and ACP-13A to the typist.
  3. When a set of forms ACP-13B and ACP-13A is returned by the adding clerk, count the original sheets in each set and enter on ACP-13B and ACP-13A the total number of such sheets in the space immediately following the word "of" and preceding the word "Sheets".
  4. Enter on the last line of the last sheet in column (e) and column (d) of ACP-13B and ACP-13A, respectively, the total of all entries in such columns for all sheets in the set.
  5. After a set of forms ACP-13B and ACP-13A have been completed, prepare form ACP-14 in quadruplicate (original on ACP-14 and three copies on ACP-14a) for such set.
    - a. Enter in the second space in the upper right-hand corner immediately following the words, "Administrative No." the administrative number shown on ACP-13B and ACP-13A.
    - b. Enter in the first space in the upper central part immediately following the word "Office" the name of the office in which the form is being prepared. For example, if the form is being prepared in the State office in Ohio, enter the words "Ohio State Office".
    - c. Enter in the second space in the upper central part immediately following the words "Prepared at", the name of the city in which the form is being prepared. For example, if the

form is being prepared in the State office in Ohio, enter the words "Columbus, Ohio."

- d. Enter in the space in the central part immediately below the words "THE UNITED STATES, Dr. To: Persons named on the attached Continuation Sheet (Payees)", the name of the first payee shown on the first sheet of the set of forms ACP-13B and ACP-13A for the lot and after such name enter the phrase "et al."
  - e. Enter in the spaces provided therefor in the certification, the numbers of the first and last pages of forms ACP-13B in the set; For example, if there are five sheets of ACP-13B in the set, insert the figure "1" in the first space and the figure "5" in the second space.
  - f. Enter in the space following the word "aggregating" in the certification the amount of the voucher. This amount will be the total amount shown in column (e) of the last sheet of ACP-13B in the set.
  - g. Enter in the space following the word "title" the title of the certifying officer, such as "Chairman, Ohio Agricultural Conservation Committee" or "Member, Iowa Agricultural Conservation Committee."
  - h. Enter in the space following the word "date" the date of preparation of ACP-14.
6. Prepare ACP-22 in septuple (original and six copies) listing thereon as many lots as are available, provided the lots so included do not cover more than 300 payees. Do not include part of the same lot in two forms ACP-22.
- a. Enter in the first space in the upper left-hand corner immediately above the words "Department or Establishment", the word "Agriculture".
  - b. Enter in the first space in the upper central part immediately above the words "Bureau or Office", the letters "A. A. A." and the name of the State office. For example, if the form is being prepared in the State office in Illinois, the entry would be "A. A. A., Ill. State Office".
  - c. Enter in the second space in the upper left-hand corner immediately following the word "By", the name "G. F. Allen".
  - d. Enter in the second space in the upper central part immediately above the words "Title or rank", the words "Chief Disbursing Officer".



- e. Enter in the second space in the upper right-hand corner immediately above the word "Station" the city and State where the regional disbursing office is located. For example, if the regional disbursing office is located in Minneapolis, the entry will be "Minneapolis, Minn." The regional disbursing offices for the States in the North Central Region will be located as follows:

<u>City</u>	<u>States</u>
Chicago, Illinois	Iowa, Wisconsin, Illinois Indiana and Michigan.
Cleveland, Ohio	Ohio
St. Louis, Missouri	Missouri
Minneapolis, Minnesota	Minnesota, South Dakota
Kansas City, Missouri	Nebraska

- f. Enter in the third space in the upper left-hand corner immediately following the word "Period" the name of the month. The name of the month to be entered will be the month in which the ACP-22 is being prepared except that if it is prepared after the 20th day of such month, the name of the next month shall be entered.
- g. Enter in the third space in the upper right-hand corner immediately following the words "Symbol No." the symbol number. This number is the number obtained from the appropriate regional disbursing office.
- h. Enter in the fourth space in the upper left-hand corner immediately following the words "Bureau Schedule No." the bureau schedule number. Obtain this number from the person in charge who shall keep a register of bureau schedule numbers. These numbers will be assigned to forms ACP-22 consecutively, beginning with the number 1.
- i. Enter in the fourth space in the upper right-hand corner, immediately following the word "Date", the date of preparation of ACP-22.
- j. Enter in the fifth line immediately following the words "Appropriation or Fund" the following:  
"126/72215(21)2 C & UALRUSDA".
- k. Enter in the column entitled "Bureau or Office Voucher No." the administrative number shown on each set of forms ACP-14 for which ACP-22 is being prepared.
- l. After entering the administrative number for a set of forms ACP-14 in the column entitled "Bureau or Office Voucher No.", enter on the same line in the column entitled "Payee" the name of the payee shown on such set of forms ACP-14 and after such name enter the phrase "et al.".

- m. Enter on the same line opposite the entry in the column entitled "Payee" in the column entitled "Net Amount Due" the amount shown on the set of forms ACP-14 for which the entry was made in the column entitled "Payee".
  - n. Enter in the space over the word "title" at the bottom of ACP-22 the title of the certifying officer.
- 7. Release all lots covered by ACP-22 with the sets of related forms ACP-13B, ACP-13A, and ACP-14 to the review clerk. The review clerk will check the entries on forms ACP-22 and release such forms to the adding clerk. The adding clerk, after obtaining a total of the entries in the column of ACP-22 entitled "net amount due" will return all forms covered by ACP-22 to the typist.
  - 8. When form ACP-22 and related forms are returned by the adding clerk, enter on ACP-22 in the space provided therefor the total of the column entitled "net amount due".
  - 9. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release the lots, together with forms ACP-13B, ACP-13A, ACP-14, ACP-14a, and ACP-22, to the review clerk.

## II. Instructions to Review Clerks.

- 1. Review clerks shall work in pairs.
- 2. Upon receipt of a lot from the typist, verify the names of the State and county on forms ACP-13B and ACP-13A by checking such items against the corresponding items on RF-2. If there is any disagreement, correct the entry on forms ACP-13B and ACP-13A.
- 3. Determine that the administrative number on a set of forms ACP-13B and ACP-13A is correct by checking such number against the State and county code and lot number on RF-2. If there is any disagreement, correct the administrative number on forms ACP-13B and ACP-13A.
- 4. Verify the serial numbers on forms ACP-13B and ACP-13A by checking such serial numbers against the serial numbers on forms NCR-12 or NCR-15 in the lot. If there is any disagreement, correct the entry on forms ACP-13B and ACP-13A.
- 5. Verify each entry in columns (c), (d), and (e), entitled "Class I Payment", "Class II Payment" and "Amount", respectively, on ACP-13B for each applicant by checking such entry against the corresponding items on NCR-12 or NCR-15, and NCR-14 or NCR-16.

6. Check the last serial number on each sheet of forms ACP-13B against the first serial number on the next succeeding sheet to make certain that the same item has not been duplicated. If an entry has been duplicated, draw a line through such entry on forms ACP-13B and ACP-13A.
7. Initial the original and first and second copies of each sheet of form ACP-13B and release the lot, with forms ACP-13B and ACP-13A attached thereto, to the adding clerk, who will make the necessary additions and release the lot to the typist.
8. When the typist returns one or more sets of forms ACP-13B and ACP-13A with totals typed thereon, such set or sets will be accompanied by one or more sets of forms ACP-14 and one set of forms ACP-22. Upon receipt of such forms, check the totals on each set of forms ACP-13B against the adding machine tape. Check all entries on forms ACP-14 and ACP-22 and correct any errors which have been made on such forms and copies thereof. If a large number of errors have been made, return the forms to the typist and have a new set of forms prepared. When a new set of forms has been prepared and reviewed in accordance with the instructions contained herein, the original set containing the errors should be destroyed. After all forms have been reviewed and found to be correct, initial all forms ACP-14, ACP-14a, and ACP-22. Initial forms ACP-14 and ACP-14a in the lower left-hand corner opposite the line for the date and initial forms ACP-22 in the lower left-hand corner opposite the word "Total". Release the lot or lots, with forms ACP-13B, ACP-13A, ACP-14 and ACP-22, to the adding clerk.
9. The adding clerk, after obtaining a total for the column of ACP-22 entitled "net amount due", will release the lot or lots to the typist. The typist after entering the total on ACP-22, will return the lot or lots to the review clerk. Verify the total of the column entitled "net amount due" by checking against the adding machine tape.
10. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release the lot or lots.

### III. Instructions to Adding Clerks.

1. Upon receipt of a set of forms ACP-13B and ACP-13A for a lot, obtain a total for column (e) and column (d) of forms ACP-13B and ACP-13A, respectively, for all sheets in the set.
2. Upon receipt of a set of forms ACP-22, obtain a total for the column entitled "net amount due".
3. Check the totals obtained in the preceding subsections 1 and 2, respectively, by repeating the procedure outlined therein.



4. When the addition has been completed and checked, attach the adding machine tape to the respective forms ACP-13B, ACP-13A, and ACP-22 and release the lot or lots to the typist.

#### IV. Instructions for Release of Lots.

1. When the review work in connection with all lots covered by one ACP-22 has been completed, the original ACP-14 and ACP-22 must be signed by a certifying officer. The certifying officers will be persons duly authorized to sign such forms. When the forms have been signed, detach the second copy of each sheet of ACP-13B in the set and the second copy of ACP-14 for each lot, and the second copy of ACP-22 and forward such forms to the Accounting Section.
2. Detach all copies of NCR-14 and NCR-16, and transmit such copies to the Statistics Section.
3. Fasten to each NCR-12 or NCR-15 the forms relating thereto, using paper clip pinches if there are six sheets or less and round-headed brass paper fasteners if there are more than six sheets.
4. Arrange the lots in the county block in the following order:
  - a. Form ACP-22 (original and five copies).
  - b. Form ACP-14 (original and two copies) for the lots covered by ACP-22.
  - c. A set of forms ACP-13B and ACP-13A (original and three copies of ACP-13B and two copies of ACP-13A) for each lot covered by ACP-22.
  - d. Forms NCR-12, NCR-15, and the forms attached thereto in each lot covered by ACP-22.
5. Prepare RF-3 in duplicate. Make no entry in the upper right-hand corner of RF-3 after the words "Priority block No.". Enter the State and county code in the space provided therefor. Enter in the space following the words "Released to" the words "General Accounting Office" and enter the date in the space provided therefor. Enter in column (a) the administrative numbers of all lots covered by ACP-22 and in column (b) the total number of forms NCR-12 and NCR-15 in each lot. Forward the lots covered by ACP-22 to the General Accounting Office with the proper forms attached thereto. Secure the signature on RF-3 of the person who receives such lots for the General Accounting Office and forward the original RF-3, together with the originals of RF-2 for such lots to the record clerk in the Receiving and Files Unit. The copy of RF-3 may be left with the General Accounting Office.





JAN 16 1937

NCR-20, Revised

Issued December 10, 1936

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART VII - APPLICATION CLEARANCE UNIT

(Operation No. 7)

The personnel of the Application Clearance Unit shall consist of file clerks, correspondence clerks, stenographers, and computing clerks. Correspondence clerks and computing clerks shall use lead pencil.

I. Instructions to File Clerk.

1. Stamp on the back of each piece of mail received in the Application Clearance Unit the date of receipt.
2. All suspended cases will be listed on RF-3. Sign the original of such RF-3 and retain the copy. When an NCR-12 or NCR-15 is suspended as a result of a request for such NCR-12 or NCR-15 or related form on RF-6, there will be attached to such NCR-12 or NCR-15 or to RF-6, an RF-4. Such NCR-12, NCR-15, or RF-6, together with RF-4, will be transmitted to the Application Clearance Unit and will be handled as a suspended case.
3. Prepare a manila folder for each suspended case, stamping or writing thereon the appropriate county code and serial number, and place the suspended case in such folder, or if RF-6 is received in place of the suspended NCR-12 or NCR-15, place such RF-6 in such folder.
4. Prepare a white 3" x 5" card for each suspended case, indicating thereon the appropriate county code and serial number of such case, together with the date of receipt by the Application Clearance Unit. File such card in a card file in county and serial number order.
5. Assign suspended cases to correspondence clerks in the order of their receipt in the Application Clearance Unit. Do not assign more than 25 suspended cases to a correspondence clerk at one time. Before delivering suspended cases to the correspondence clerk, remove the related 3" x 5" card from the card file and enter thereon the name of the clerk to whom the suspended case is assigned and the date of the assignment. After such information is posted on the card, return the card to the card file.

6. The correspondence clerk will attach to the folder containing the suspended case any correspondence prepared in connection with such case and forward them to the person authorized to sign such correspondence. After such letters have been signed, they will be returned to the file clerk, attached to the suspended cases. Upon receipt of such cases, detach and mail the signed letters. In each case, place a copy of the letter in the appropriate folder and file the suspended case in the Application Clearance Unit file. Arrange the file in county code and serial number order. Enter on the 3" x 5" card for each suspended case, opposite the name of the correspondence clerk to whom such case was assigned, the date such case was returned for filing.
7. Upon receipt of a reply to correspondence relative to a suspended case, match the reply with such case and assign it to a correspondence clerk, following the procedure set forth in paragraph 5, supra. Whenever possible, assign a suspended case for which a reply is received to the correspondence clerk who previously handled such case.
8. Upon receipt of forms NCR-15, which have been submitted for a determination as to which farms should be non-application farms, assign such forms to the person or persons designated to make such determination. Such cases will not have serial numbers assigned, but it will be possible to keep a record of such cases by entering on a "3 x 5" card the name of the applicant in lieu of the serial number. Keep such cards in a separate file in alphabetical order, by counties.
9. If the correspondence clerk determines that a case has been improperly suspended, or if he determines that the reply received in connection with a suspended case is sufficient to clear such suspended case, he will have the entry and computation work completed and return the case to the file clerk with a notation that it is ready for release to the Payment Schedule Unit. Upon receipt of such a case, enter on the appropriate 3" x 5" card, opposite the name of the correspondence clerk to whom such case was assigned, the date such case was received for release to the Payment Schedule Unit. Place the 3" x 5" cards for such cases in a file labeled "Release File" and place the suspended cases in the Application Clearance Unit file.
10. Once each week withdraw from the Application Clearance Unit file all suspended cases which are ready for release to the Payment Schedule Unit, using the 3" x 5" cards in the "Release File" as a guide. Remove the forms NCR-12 and NCR-15 and the originals of the forms NCR-14 and NCR-16 therefor from their folders and arrange such forms in serial number order. Prepare RF-2 in duplicate, listing thereon the serial numbers of not more than 100 suspended cases from one county which



are ready for release. Do not list on one RF-2 suspended cases from more than one county. Obtain a lot number from the record clerk in the Receiving and Files Unit who will examine the RF-1 for such county to determine the number to be assigned to such lot. Enter on RF-2 the State and county code, lot number, the names of the State and county, and the number of cases in the lot. Sign and enter the date in the space provided therefor in Section III of RF-2.

11. Prepare RF-3 in duplicate. Enter in the upper right-hand corner following the words "Priority block No." the letters "A.P.S." Enter in the space provided therefor the State and county code. Enter in the space following the words "Released to" the words "Payment Schedule Unit", and enter the date in the space provided therefor. Enter in column (a) the lot number and in column (b) the total number of forms NCR-12 and NCR-15 in the lot. Release the lot and both copies of RF-3 to the Payment Schedule Unit. The original RF-3 will be signed by the person designated in the Payment Schedule Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Payment Schedule Unit.
12. When cases have been withdrawn from the folders preparatory to transmission to the Payment Schedule Unit, detach forms NCR-11 and copies of forms NCR-14 and NCR-16 from such cases. Copies of forms NCR-14 and NCR-16 and any forms NCR-11 which do not bear the notation "data recorded" shall be forwarded to the Statistics Section. Forms NCR-11 which bear the notation "data recorded" shall be forwarded to the file clerk in the Receiving and Files Unit. Place the case folder with its remaining contents in a separate file labeled "Cleared Cases." Maintain such file in county code and serial number order.
13. When a suspended case is released to the Payment Schedule Unit, stamp or write on the appropriate record card "To Payment Schedule Unit" and indicate the number of the lot in which such case is included and the date that such suspended case was released. Return such card to the 3" x 5" card file.
14. When forms NCR-12 or NCR-15 suspended in the General Accounting Office are received, prepare RF-3 in duplicate. Include on RF-3 only the cases from one county. Enter in the upper right-hand corner immediately following the words "Priority Block No." the letters "G.A.O." and enter the State and county code in the space provided therefor. Enter following the words "Released to" the words "Application Clearance Unit" and enter the date in the space provided therefor. Enter in columns (d) to (h) inclusive, the serial numbers of the cases suspended in the General Accounting Office. Sign the original RF-3 in the space provided therefor, and forward such original RF-3

to the record clerk in the Receiving and Files Unit.  
Retain the copy of such RF-3 in the Application Clearance Unit.

15. Cases suspended by the General Accounting Office shall be handled in accordance with the procedure for handling cases suspended in the Application for Payment Section set forth in Section I, paragraphs 1 to 11, inclusive, of this Part VII, except that the record clerk shall
  - a. prepare blue 3" x 5" cards for cases suspended by the General Accounting Office,
  - b. detach and transmit the first copy of the preaudit difference statement to the Accounting Section,
  - c. assign cases suspended by the General Accounting Office to correspondence clerks separately from cases suspended in the Application for Payment Section,
  - d. prepare for each county a separate RF-2 for cases suspended by the General Accounting Office when they are ready for release to the Payment Schedule Unit,
  - e. fasten the original of the preaudit difference statement and the reply thereto to the front of the case before it is submitted to the Payment Schedule Unit, and forward the remaining copy of the preaudit difference statement and the copy of the reply thereto to the Accounting Section.
  - f. If a new NCR-12 or NCR-15 has been submitted, attach to such new form and to the new NCR-14 or NCR-16 prepared therefor the old NCR-12 or NCR-15 and the old NCR-14 or NCR-16 which were returned to the Application Clearance Unit by the General Accounting Office.

## II. Instructions to Correspondence Clerks.

Correspondence clerks must be familiar with the instructions governing the performance of work in each of the seven units of the Application for Payment Section.

1. Upon receipt of a group of suspended cases from the file clerk, examine each such case carefully to determine that the suspension is warranted. If the suspension is not warranted, perform and check the entry work in connection with the suspended case (See Part IV - Entry), have the computations performed and checked, certify the application for payment (See Section 3, Part V - Computation), and release it to the file clerk for transmittal to the Payment Schedule Unit.



2. If the suspension is warranted, determine that all reasons for suspension have been recorded on RF-4. If it is necessary to obtain a new NCR-12 or NCR-15 or to obtain a correction on an old NCR-12 or NCR-15 in order to clear a suspended case, prepare a letter to the county committee outlining the reasons for the suspension and explaining the procedure to be followed in order to clear such case. If there is only a slight irregularity in the NCR-12 or NCR-15, the original of such form may be returned to the county committee for correction. In such case the county committee shall be instructed to make the correction and have such correction initialed by two members of the committee, one of whom signed the NCR-12 or NCR-15. If a large number of errors appear on an NCR-12 or NCR-15, retain such form in the State office, and request the county committee to prepare and submit a corrected NCR-12 or NCR-15. In all cases, the county committee shall be instructed to prepare and attach a small slip of paper to the corrected form, indicating on such slip either that such form has been corrected or that it is to replace a form on file in the State Office. When an NCR-12 or NCR-15 is returned to a county, the county committee shall be instructed to return such form, even though a new form is submitted, and to direct all mail containing corrected forms to the Application Clearance Unit. Since the original of all forms NCR-12 or NCR-15 suspended by the General Accounting Office must be returned to the General Accounting Office when such cases are resubmitted any forms NCR-12 or NCR-15 suspended by the General Accounting Office shall be retained in the Application Clearance Unit and if correspondence with the county committee is necessary, such committee shall be instructed to prepare a new NCR-12 or NCR-15. If a case was suspended in the General Accounting Office because of an error in the entry or computation work, correct the entry and computation work in connection with such case.
3. Attach to the folder containing the suspended case any correspondence prepared in connection therewith and forward such case to the person authorized to sign correspondence.
4. Upon receipt of a suspended case to which is attached a reply to previous correspondence, proceed as follows:
  - a. If the corrections requested have been made on the original form, determine that such corrections have been properly made and that no other alterations have been made on such form, or if a new NCR-12 or NCR-15 has been submitted, examine such form following the instructions to the examining clerk (See Part III - Examination).
  - b. Perform and review the entry work on form NCR-14 or NCR-16, whichever is applicable, following the instructions to the entry clerk (See Part IV - Entry).



- c. Upon completion of the entry work in connection with an NCR-12 or NCR-15, refer such form and related forms to a computing clerk.
  - d. When the NCR-12 or NCR-15 is returned by the computing clerk, execute the "Certificate of Administrative Officer", following the instructions to the review clerk in the Computation Unit (See Part V - Computation). When the NCR-12 or NCR-15 has been approved for payment, release such case to the file clerk.
5. If, upon receipt of a suspended case to which is attached a reply to previous correspondence, it is determined that such case has not been properly corrected, proceed as in Section II, paragraph 3, of this Part VII.
  6. Upon receipt of a case which was suspended because the applicant receives no payment, prepare a letter to the county committee, setting forth such fact. File such cases in a separate file labeled "No Payment File".
  7. Each NCR-12 or NCR-15 suspended by the General Accounting Office will have attached thereto two copies of a preaudit difference statement, setting forth in detail the reason for such suspension. If the NCR-12 or NCR-15 was suspended because of an error in computations, request the copy of the applicable NCR-14 or NCR-16 on RF-6. When the copy of the applicable NCR-14 or NCR-16 is received, refer the case to a computing clerk for correction.
  8. When a case suspended by the General Accounting Office has been corrected, prepare on the preaudit difference statement an explanation setting forth the procedure which has been followed to eliminate the reason for suspension. Prepare this explanation for the signature of the certifying officer. When the original and first copy of such explanation have been signed, release the suspended case to the file clerk in the Application Clearance Unit.

### III. Instructions to Stenographers.

In preparing letters in connection with suspended cases, prepare one copy for the case folder, and prepare as many other copies as are necessary for filing in the State office. The original shall be attached to the outside of the folder with a paper clip.

### IV. Instructions to Computing Clerks.

Upon receipt of an NCR-12 or NCR-15 from a correspondence clerk, make the necessary computations on the attached NCR-14 or NCR-16 following the instructions to computing clerks (See Part V - Computation). All computations should be rechecked to insure accuracy. Upon completion of the computation work, return the suspended case to the correspondence clerk from whom it was received.

V. Determination of Nonapplication Farms.

The persons designated to make determination of nonapplication farms should be persons who are familiar with the provisions of the 1936 Agricultural Conservation Program and with the method of computing payments in connection with forms NCR-15.

In some instances it may be possible to designate one or more blocks on NCR-15 as NAF blocks by comparison of pertinent data in such blocks. For example, if NCR-15 contains data for only two or three farms and it can be readily determined that the deduction for deficiency of soil-conserving crops on such farms would exceed the payment for one farm if it were designated as an application farm, and that such deduction would be eliminated by the designation of one farm as a nonapplication farm, it will not be necessary to make any computations to verify such designation. However, if NCR-15 contains data for a larger number of farms, or if there is any doubt as to whether the payment to the applicant would be increased by the designation of one farm as a nonapplication farm, the procedure set forth below should be followed.

1. Number the blocks on NCR-15 consecutively, beginning with number one. Enter such numbers with lead pencil in the left-hand margin of NCR-15. Do not make any entries in the spaces provided for block numbers above the various blocks until a determination has been made as to which farms are to be designated as nonapplication farms.
2. Prepare NCR-16 for NCR-15, following the instructions to entry clerks in Part IV of NCR-20, Revised, and considering all farms as application farms.
3. Upon completion of the entry work on NCR-16, such NCR-16 shall be assigned to a computing clerk who shall perform the computations on NCR-16, Parts I to VII, inclusive, following the instructions to computing clerks in Section II of Part V of NCR-20, Revised.
4. Using NCR-16C (Part VI), prepare form NCR-22, (Part I) as follows:
  - a. Strike the designation "Form NCR-16C" and enter in lieu thereof "Form NCR-22."
  - b. Strike the title "Computation Sheet for More Than One Farm" and enter immediately above such title the words "NAF Work Sheet - Part I."
  - c. Strike all column headings and enter new column headings immediately below the original headings. The following column headings shall be used.

<u>Column No.</u>	<u>Column Heading</u>
(a) -	Block No.
(b) -	Computed 1935 General Acreage Extended
(c) -	General Soil-Depleting Base Extended

- (d) - 1936 General Acreage Extended
- (e) - Applicant's Maximum Payment - General
- (f) - Tobacco Base Extended
- (g) - 1936 Tobacco Acreage Extended
- (h) - Applicant's Maximum Tobacco Payment
- (i) - Cotton Base Extended
- (j) - 1936 Cotton Acreage Extended
- (k) - Applicant's Maximum Cotton Payment
- (l) - Sugar Beet Payment
- (m) - Deduction for Excess Acres - Sugar Beets
- (n) - Flax Payment
- (o) - Deduction for Excess Acres - Flax
- (p) - Minimum Soil-Conserving Acres Required
- (q) - 1936 Soil-Conserving Acres
- (r) - Applicant's Earned Soil-Building Payment
- (s) - Applicant's Soil-Building Allowance

d. It will be noted that NCR-16C does not contain a sufficient number of columns for all of the column headings listed in the preceding paragraph c. However, when NCR-15 does not include data for tobacco, columns (f), (g), and (h) of NCR-22 may be omitted. Similarly, if NCR-15 does not include data for cotton, columns (i), (j), and (k) of NCR-22 may be omitted.

5. Perform the entry work on Part I of NCR-22 as follows:

a. Transfer entries from Part I of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part I</u>	<u>Part I</u>

- (1) Transfer column (k) to column (b)
- (2) Transfer column (l) to column (c)
- (3) Transfer column (n) to column (d)
- (4) Transfer column (o) to column (e)

b. Transfer entries from Part II of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part II</u>	<u>Part I</u>

- (1) Transfer column (j) to column (f)
- (2) Transfer column (k) to column (g)
- (3) Transfer column (l) to column (h)

c. Transfer entries from Part III of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part III</u>	<u>Part I</u>

- (1) Transfer column (j) to column (i)
- (2) Transfer column (k) to column (j)
- (3) Transfer column (l) to column (k)



- d. Transfer entries from Part IV of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part IV</u>	<u>Part I</u>

- (1) Transfer column (h) to column (l)
  - (2) Transfer column (l) to column (m)
- e. Transfer entries from Part V of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part V</u>	<u>Part I</u>

- (1) Transfer column (h) to column (n)
  - (2) Transfer column (l) to column (o)
- f. Transfer entries from Part VI of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part VI</u>	<u>Part I</u>

- (1) Transfer column (p) to column (p)
  - (2) Transfer column (q) to column (q)
- g. Transfer entries from Part VII of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part VII</u>	<u>Part I</u>

- (1) Transfer column (l) to column (r)
- (2) Transfer column (g) to column (s)

6. After the entries for all blocks, together with the totals, have been transferred to Part I of NCR-22, examine columns (p) and (q) to determine the block for which the entry in column (p) exceeds the entry in column (q) by the greatest amount.

- a. When the foregoing determination has been made, transfer all entries for such block including the block number, to the line following the line for totals. For the purpose of identification, this block will be referred to as the "first tentative NAF block."
- b. Enter in column (a) of the next succeeding line the words, "First Revised Total." Obtain the entries in this line by subtracting from the entries in the line for totals the entries in the line for the first tentative NAF block.

7. Prepare Part II of NCR-22. A sample of this form is attached at the end of this Part VII. A sufficient supply of such forms should be mimeographed in each State office.
  - a. The entries for column (a) of Part II of NCR-22 shall be taken from the line for totals on Part I of NCR-22.
  - b. The entries for column (b) of Part II of NCR-22, lines 1 to 17, inclusive, shall be taken from the line for the first revised totals on Part I of NCR-22.
  - c. The entries for column (b) of Part II of NCR-22, lines 21 to 27, inclusive, shall be taken from the line for the first tentative NAF block on Part I of NCR-22.
8. If the entry in item 27, column (b) of Part II of NCR-22 is greater than the entry in item 20, column (a) of Part II of NCR-22 the letters "NAF" shall be entered in red pencil on NCR-15 to the left of the words "Block No." above the block which was considered as the first tentative NAF block.
9. Examine the entries in columns (p) and (q) of Part I of NCR-22 to determine the block for which the entry in column (p) exceeds the entry in column (q) by the second greatest amount.
  - a. When the foregoing determination has been made, transfer all entries for such block including the block number, to the line following the line for the first revised total in Part I of NCR-22.
  - b. Enter in column (a) of the line following the line for the second tentative NAF block the words "Subtotal-NAF blocks." Obtain the entries for this line by adding the entries in the lines for the first and second tentative NAF blocks.
  - c. Enter in column (a) of the line following the line for the subtotal of the first and second tentative NAF blocks the words, "Second Revised Totals."
10. Make entries and computations in column (c) of Part II of NCR-22 as indicated in the various items on such form.
  - a. The entries for column (c) of Part II of NCR-22, lines 1 to 17, inclusive, shall be taken from the line for the second revised totals.
  - b. The entries for column (c) of Part II of NCR-22, lines 21 to 27, inclusive, shall be taken from the line for the subtotal of the first and second tentative NAF blocks.
11. If the entry in item 27, column (c) of Part II of NCR-22 is greater than the entry in item 27, column (b) of Part II of NCR-22 the letters "NAF" shall be entered in red pencil on NCR-15 to the left of the words "Block No." above the block which was considered as the second tentative NAF block.



12. Proceed with the determination of NAF blocks until the revised total of column (q) of Part I of NCR-22 becomes equal to or greater than the revised total of column (p) of Part I of NCR-22, or until it is determined that the designation of additional NAF blocks will not increase the net payment as shown in item 27 of Part II of NCR-22.
13. If, after one block has been tentatively designated as an NAF block and after entries and computations have been made in columns (a) and (b) of Part II of NCR-22, it is found that the entry in item 27, column (b) does not exceed the entry in item 20, column (a) of Part II of NCR-22, draw a line through the figures in the lines for the first tentative NAF block and the first revised totals on Part I of NCR-22 and draw a line through the figures in column (b) of Part II of NCR-22. Proceed as follows:
  - a. Examine the entries in columns (p) and (q) of Part I of NCR-22 to determine the block for which the entry in column (p) exceeds the entry in column (q) by the second greatest amount.
  - b. Proceed as in paragraph 6, supra, considering such block as the first tentative NAF block and subtracting the figures for such block from the figures in the line for totals to obtain revised totals.
  - c. Make entries and computations in column (c) of Part II of NCR-22 and compare the entry in item 27, column (c), with the entry in item 20, column (a).
  - d. If the entry in item 27, column (c), is greater than the entry in item 20, column (a) of Part II of NCR-22, designate the block as an NAF block, as set forth in paragraph 8, supra.
  - e. If the entry in item 27, column (c), does not exceed the entry in item 20, column (a), examine columns (p) and (q) of Part I of NCR-22 to determine the block for which column (p) exceeds column (q) by the third greatest amount, and proceed as outlined in the foregoing steps in this paragraph 13.
14. In certain cases where the applicant has not earned the maximum payment; that is, where the entry in item 2 of Part II of NCR-22 for the last revised totals obtained is less than the last revised total of column (e) of Part I of NCR-22, it may be possible to increase the payment to the applicant by the designation of certain other blocks as NAF blocks. To determine which blocks, if any, should be NAF blocks for this reason, proceed as follows:
  - a. Determine whether the last revised total of column (b) of Part I of NCR-22 is greater or less than the last revised total of column (c) of Part I of NCR-22.

- b. If the last revised total of column (b) is greater than the last revised total of column (c), examine the entries in columns (b), (c), and (d) to determine whether the entry in column (b) for any block is less than the entries in columns (c) and (d) for such block. If so, consider such block as a tentative NAF block and obtain new revised totals on Part I of NCR-22.
  - c. If the last revised total of column (c) is greater than the last revised total of column (b), examine the entries in columns (b), (c), and (d) to determine whether the entry in column (c) for any block is less than the entries in columns (b) and (d) for such block. If so, consider such block as a tentative NAF block and obtain new revised totals on Part I of NCR-22.
  - d. Perform the entries and computations on Part II of NCR-22 for all blocks which are considered as tentative NAF blocks to determine whether the payment to the applicant may be increased by the designation of such blocks as NAF blocks.
  - e. Make the determinations outlined in the preceding steps a. to d., inclusive, for as many blocks as necessary.
15. After the determinations outlined in the preceding instructions have been made, number the blocks on NCR-15 using the spaces provided for block numbers.
- a. Number all application blocks; that is, all blocks which have not been designated as NAF blocks, consecutively, beginning with number one.
  - b. Number all NAF blocks, consecutively, beginning with the next number after the last number assigned to an application block.

Form NCR-22

U. S. Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

NAF WORK SHEET - PART II

Name of Applicant

	Total	First Revised Total	Second Revised Total	Third Revised Total
	(a)	(b)	(c)	(d)
For all blocks				
1. Larger of totals of column (b) or column (c)				
2. Item 1 minus total of column (d)				
3. Smaller of item 2 or total of column (e)				
4. Total of column (f) minus total of column (g)				
5. Smaller of item 4 or total of column (h)				
6. Total of column (i) minus total of column (j)				
7. Smaller of item 6 or total of column (k)				
8. Total of column (l)				
9. Total of column (n)				
10. Smaller of totals of column (r) or column (s)				
11. Total of items 3, 5, 7, 8, 9, and 10				
12. Total of column (d) minus item 1				
13. Total of column (g) minus total of column (f)				
14. Total of column (j) minus total of column (i)				
15. Total of column (m)				

(over)



NAF WORK SHEET - PART II

	(a)	(b)	(c)	(d)
16. Total of column (o)				
17. Total of column (p) minus total of column (a)				
18. Item 17 times 1.5 times \$ 1/				
19. Total of items 12, 13, 14, 15, 16, and 18				
20. Net Payment - Item 11 minus item 19				
For tentative NAF blocks 2/				
21. Column (d) minus larger of column (b) or column (c)				
22. Column (g) minus column (f)				
23. Column (j) minus column (i)				
24. Column (m)				
25. Column (o)				
26. Total of items 12,13,14,15,16,18,21,22,23,24 and 25				
27. Net Payment - item 11 minus item 26				

1/ This entry must be the largest figure in column (d) of Part I of NCR-16.

2/ Figures for items 21 to 25, inclusive, in columns (b), (c), and (d) shall be taken from the lines for the first tentative NAF block, the subtotal of the first two NAF blocks, and the subtotal of the first three NAF blocks, respectively.

JAN 16 1937

W. T. O. S.  
N. 10. F.  
JAN 16 1937

NCR-20a

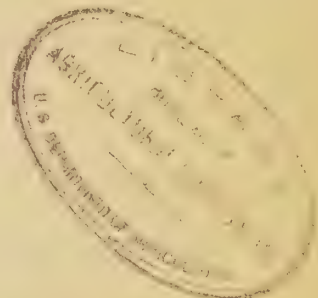
Issued December 10, 1936

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1936 Agricultural Program -- North Central Region

INSTRUCTIONS AND PROCEDURE RELATIVE TO HANDLING  
APPLICATIONS FOR PAYMENT AND RELATED FORMS IN  
CONNECTION WITH COTTON FARMS AND SHARECROPPER  
FARMS.

For Use of State Committee



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GENERAL

Instructions contained herein supplement the instructions contained in NCR-20, Revised, and are to be followed in connection with the handling of any application for payment which covers a cotton farm or a sharecropper farm.

The following definitions are used herein:

1. Cotton farm means any share-rented farm or farm operated with the aid of sharecroppers in Areas "B" and "C" which has a cotton base and on which cotton was grown in 1936.



2. Sharecropper farm means any farm other than a cotton farm operated with the aid of sharecroppers.

Since only a relatively small number of applications for payment covering cotton farms and sharecropper farms will be received in the Application for Payment Sections of some State offices, it may be advisable to perform the entry and computation work in connection with such cases in the Application Clearance Unit. However, in other States, particularly Missouri, where a larger percentage of applications for payment will cover cotton farms and sharecropper farms, it may be preferable to designate a certain clerk or group of clerks in the Entry Unit and Computation Unit to handle such cases. Such clerk or group of clerks should become thoroughly familiar with the instructions contained herein and in NCR-20, Revised, and with all other pertinent provisions and instructions issued relating to the 1936 Agricultural Conservation Program in the North Central Region.

#### PART I - ACCEPTANCE

When a number of forms NCR-17 and NCR-11a are included in a transmittal of applications and related forms, determine whether such forms have been prepared in such a manner as to warrant their acceptance for a determination of the amount of payment to be made in connection therewith.

In making this determination, spot check totals on NCR-11a against entries on NCR-11, spot check totals on NCR-17 against entries on NCR-12 or NCR-15, and spot check signatures and certifications on NCR-17. Make a spot check to determine that for each NCR-17 there is a corresponding NCR-11a included in the transmittal.

Follow the instructions contained in Part I of NCR-20, Revised, in connection with the acceptance or rejection of any transmittal.

PART II - RECEIVING AND FILES

In addition to the determinations set forth in Part II of NCR-20, Revised, the following determinations shall be made in connection with transmittals which contain forms NCR-17 and NCR-11a.

I. Instructions to Receiving Clerk.

1. If the State and county code and serial number have not been entered on an NCR-17, enter on such NCR-17, the State and county code and serial number appearing on the operator's NCR-12 or NCR-15.
2. Check the names of the applicants appearing in column (r) of each NCR-17 against the list of persons indebted to the United States Government.

II. Instructions to Record Clerk.

1. In all States where Forms NCR-17 are handled by a designated clerk or group of clerks in the Entry Unit and Computation Unit, Forms NCR-12 and NCR-15 covering cotton farms and sharecropper farms shall not be included in the same lot with other Forms NCR-12 and NCR-15 from the same county. In other States Forms NCR-12 and NCR-15 covering cotton farms or sharecropper farms may be included in the same lot with other Forms NCR-12 and NCR-15 from the same county.
2. There should appear in line 9 of an NCR-12 or NCR-15 executed by the landlord of a cotton farm or sharecropper farm, the serial number of the NCR-12 or NCR-15 executed by the operator of such farm. When possible, include both the landlord's and operator's Forms NCR-12 or NCR-15

in the same lot. If the NCR-12 or NCR-15 executed by the operator is not included in the transmittal, prepare and attach RF-4 to the NCR-12 or NCR-15 executed by the landlord.

3. In determining the number of applications covering cotton farms and sharecropper farms which may be included in one lot, determine that the number of payees does not exceed 100. The number of payees may be determined by counting the number of names shown in column (r) of NCR-17. In determining the number of applications to be entered in the last line of Section I of RF-2, count only the Forms NCR-12 and NCR-15 present. Do not count Forms NCR-17.

#### PART III - EXAMINATION

Upon receipt of a county block containing forms NCR-12 or NCR-15 which cover cotton farms or sharecropper farms, such county block shall be assigned to a checking clerk for a check of the additions on forms NCR-11 and NCR-11a. Upon completion of such check, the county block shall be assigned to checking clerks by lots for a check of the entries on NCR-11 and NCR-11a and the transfer of entries from NCR-11a to NCR-17 and from NCR-11 to NCR-12 or NCR-15. Thereafter such county block shall be assigned to a pair of checking clerks by lots for a check of the entries on forms NCR-12 and NCR-15 against entries on NCR-6. When a lot is completed by a pair of checking clerks it shall be assigned to an examining clerk. When a lot is completed by an examining clerk, it shall be assigned to a review clerk.

##### I. Instructions to Checking Clerks - First Check.

1. Check the additions on forms NCR-11 in the lot, following

instructions outlined in Section I of Part III of NCR-20, Revised.

2. The totals in columns (b), (e), (f), (i), (j), and (m) of NCR-11a must agree with the sum of the entries in the respective columns.
3. If, in checking the additions on NCR-11 and NCR-11a it is found that an addition has been incorrectly made, suspend the NCR-12 or NCR-15 to which such NCR-11 or NCR-11a is attached, except as provided in Part III, Section I, paragraph 1, of NCR-20, Revised.

II. Instructions to Checking Clerks - Second Check.

1. Check entries on forms NCR-11a which cover cotton farms as follows:
  - a. The total of column (b) must equal the total of column (e).
  - b. The total of column (f) must equal the total of column (i).
  - c. The total of column (j) must equal the total of column (m).
2. Check entries on NCR-11a against entries on NCR-11 as follows:
  - a. The State and county code and work sheet number shown in the upper right-hand corner of NCR-11a must agree with the State and county code and work sheet number shown in the upper right-hand corner of NCR-11.
  - b. The total of column (b) of NCR-11a must equal 13(c) or 14(c) of Table I of NCR-11, whichever shows the acreage of cotton planted on the farm covered by NCR-12 or the applicable block of NCR-15.
  - c. The total of column (f) of NCR-11a must equal 13(c) or 14(c) of Table I of NCR-11, whichever bears the name



of the crop shown in the group heading over columns (f) to (i), inclusive, of NCR-11a.

- d. The total of column (j) of NCR-11a must equal 12(c) of Table I of NCR-11.
  - e. There will be entered in column (n) of NCR-11a the names and numbers of all soil building practices for which each applicant shares in the payment. Determine that no practice has been listed in column (n) of NCR-11a which does not appear in column (a) of Table III of NCR-11 and that all practices and practice numbers which are listed in columns (a) and (b) of Table III of NCR-11 appear in column (n) of NCR-11a. Determine that the sum of the percentage figures in column (p) of NCR-11a for any practice does not exceed 100.
  - f. Determine that the acreage figure shown in column (o) of NCR-11a for any practice agrees with the acreage figure shown in column (c) of Table III of NCR-11 for such practice.
3. Check entries on NCR-17 against entries on NCR-11a as follows:
- a. The State and county code and work sheet number on NCR-17 must agree with the State and county code and work sheet number on NCR-11a.
  - b. The names of the owner, operator, and sharecroppers in column (a) of NCR-17 must appear in column (a) of NCR-11a.
  - c. All entries in columns (b) to (p), inclusive, of NCR-17 must agree with the entries in the corresponding columns (b) to (p), inclusive, of NCR-11a, except that column (n) of NCR-17 will show only soil building practice numbers while column (n)



of NCR-11a will show the names of soil building practices as well as soil building practice numbers.

4. If the State and county code and serial number on NCR-17 do not agree with the State and county code and serial number on the operator's NCR-12 or NCR-15, correct such data so that they agree.
5. Check entries on NCR-11 and transfers from NCR-11 to NCR-12 or the applicable block of NCR-15, following the instructions to checking clerks in Section II of Part III of NCR-20, Revised.

III. Instructions to Checking Clerks - Third Check.

1. For each NCR-12 or NCR-15 covering a cotton farm or sharecropper farm make entries on NCR-6 as hereinafter set forth. If the minor civil division code and work sheet number are not entered on NCR-11, NCR-11a, NCR-17, NCR-12, or NCR-15, or if an incorrect minor civil division code and work sheet number have been entered on such forms, enter the correct minor civil division code and work sheet number. If the correct minor civil division code and work sheet number cannot be ascertained, suspend the NCR-12 or NCR-15. If, in performing the checks outlined in the following paragraphs (a) to (f), inclusive, it is found that an entry has already been made in column (2) or column (3) of NCR-6 and an "O.K." has not been entered in column (1) of NCR-6, prepare RF-4 indicating thereon the State and county code and serial number, the reason for suspending such case, and the serial number already entered in such column (2) or column (3). Two checking clerks working together shall make entries on NCR-6 as follows:
  - a. If an NCR-12 to which NCR-11, NCR-11a, and NCR-17 are

attached has not been suspended because of an error on NCR-11 or NCR-11a or because of an incorrect transfer from NCR-11 to NCR-12 or from NCR-11a to NCR-17, enter "O.K." in column (1) of NCR-6 immediately to the left of the work sheet number.

- b. If the name of the applicant on NCR-12 agrees with the name in either column (2) or (3) of NCR-6, enter the serial number of such NCR-12 in the upper right-hand corner in column (2) or (3) in which such name appears.
- c. If the name of the applicant on NCR-12 does not agree with the name in either column (2) or (3) of NCR-6, and if an NCR-17 is attached to such NCR-12, enter the serial number of such NCR-12 in the upper right-hand corner in column (2) of NCR-6, and enter a check mark (✓) in the upper right-hand corner of column (3), unless a serial number has already been entered.
- d. If the name of the applicant on NCR-12 does not agree with the name in either column (2) or (3) of NCR-6, and if an NCR-17 is not attached to such NCR-12, enter the serial number of such NCR-12 in the upper right-hand corner of column (3) of NCR-6, and place a check mark (✓) in the upper right-hand corner of column (2) unless a serial number has already been entered.
- e. If the name of an applicant on NCR-12 agrees with the name shown in column (3) of NCR-6, or if the name of the applicant on NCR-12 does not agree with the name appearing either in column (2) or (3) of

NCR-6, and a serial number has already been entered in column (2) of NCR-6, determine that the serial number in column (2) of NCR-6 is the same as the serial number appearing in line 9 of NCR-12. If no serial number appears in line 9 of NCR-12, enter in line 9 the serial number shown in column (2) of NCR-6.

f. Follow the steps set forth in the preceding subdivisions a to e, inclusive, for each block in NCR-15.

2. Check the bases, yields, and productivity indexes on Forms NCR-12 and NCR-15 against the approved bases, yields, and productivity indexes on NCR-6 and the special crop listing sheets following the instructions outlined in paragraph 2 of Section II of Part III of NCR-20, Revised.
3. County committees have been instructed to transmit forms NCR-12 or NCR-15 for both the landlord and operator of a cotton farm or sharecropper farm at the same time; or if it is determined that the landlord will not execute an NCR-12 or NCR-15, to attach a statement to that effect to the NCR-12 or NCR-15 executed by the operator. After the steps outlined in paragraph 1 of this Section III have been completed, check NCR-6 to determine that forms NCR-12 or NCR-15 for both the landlord and operator are included in the transmittal, unless it is determined from NCR-17 that the operator of the farm is also the owner. If the NCR-12 or NCR-15 for the operator is present while the NCR-12 or NCR-15 for the landlord is missing, and there is not attached to the NCR-12 or NCR-15



a statement indicating that the landlord will not execute an NCR-12 or NCR-15, prepare and attach RF-4 to the operator's NCR-12 or NCR-15.

IV. Instructions to Examining Clerks.

Except as otherwise provided in these instructions, the procedure set forth in NCR-20, Revised, shall be followed in connection with the examination of forms NCR-12 or NCR-15 which cover cotton farms or sharecropper farms. In addition, the following determinations shall be made:

1. Determine that no unauthorized deletion has been made in any printed matter on NCR-17.
2. If there are any erasures or corrections on NCR-17, determine that such erasures or corrections have been initialed by the member of the county committee who signed in Section V of NCR-17 and by at least one other committeeman.
3. If entries appear in columns (f), (g), (h), and (i) of NCR-17 determine that the name of a special crop such as tobacco, sugar beets, or flax has been entered in the group heading over such columns.
4. a. If an entry appears opposite the name of any applicant in column (b) of an NCR-17 which covers a cotton farm, determine that entries also appear in columns (c), (d), and (e) of NCR-17, opposite such name. Similarly, if an entry appears in column (f) of an NCR-17 which covers a cotton farm, determine that entries also appear in columns (g), (h), and (i) and if an entry appears in column (j) of an NCR-17 which covers a cotton farm, determine that entries appear in columns (k), (l), and (m).

- b. If NCR-17 covers a sharecropper farm, no entries should appear in columns (e), (i), and (m).
5. Determine that, for each entry in column (n) of NCR-17, there are entries on the same line in columns (o) and (p) of NCR-17.
6. Determine that dates have been entered in the spaces provided therefor in Sections IV and V of NCR-17.
7. Determine that acceptable signatures appear in Sections III, IV, and V and in column (r) of Section II of NCR-17.
  - a. All signatures must have been affixed with pen or pencil.
  - b. Signatures by mark must have been witnessed by at least one disinterested person.
8. Determine that the signatures in Sections IV and V are not those of any applicant named on NCR-17, and that the signatures in Sections IV and V are not those of the same person.
9. The signature of each sharecropper in column (r) of NCR-17 should be identical with the typed name of such sharecropper in column (a) of NCR-17. Examples of acceptable and unacceptable differences between typed names and signatures appear in Part III of NCR-20, Revised.
10. Determine the name of each sharecropper as such name should appear on the check issued as payment under NCR-17. If the signature of a sharecropper is in the style in which such name should appear on the check and is legible, such signature shall be used as a designation of the payee. If the signature is not in the style in which it should appear on the check, or if the signature is not legible, print the name on a slip of paper and staple such slip of paper over



the signature of the sharecropper in such a manner that the signature will remain accessible. The names of payees as they should appear on checks are outlined in Part III of NCR-20, Revised.

11. Initial each approved NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer".

V. Instructions to Review Clerks.

1. Examine all suspended forms NCR-17 to determine whether the suspensions are warranted. If the suspensions are warranted, initial RF-4 immediately beneath the signature of the examining clerk. If any suspension is not warranted, remove RF-4 upon approval of the person in charge and place NCR-17 in the proper place in the lot; initial such forms NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer".
2. Examine all other forms NCR-17, following the instructions to examining clerks set forth in Section II of this Part III. Determine that none of such cases should have been suspended and that the names of the payees have been correctly designated. Correct such designation, if necessary, upon approval of the person in charge. Initial each approved NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer".
3. In States where the entry and computation work in connection with forms NCR-12 and NCR-15 covering cotton farms and sharecropper farms is handled in the Application Clearance Unit prepare and attach to each NCR-12 or NCR-15 which covers a

cotton farm or sharecropper farm an RF-4 indicating thereon "Cotton Farm" or "Sharecropper Farm", as the case may be. The serial numbers of such cases will be listed in Section III of RF-3 and such forms NCR-12 and NCR-15 will be handled in the same manner as suspended cases are handled.

#### PART IV - ENTRY

The instructions contained in this Part IV shall be followed by clerks in the Application Clearance Unit in States where the entry and computation work is to be handled in the Application Clearance Unit and by a designated clerk or group of clerks in the Entry Unit in all other States.

##### I. Instructions to Entry Clerks.

1. Prepare NCR-18 for each NCR-12 or NCR-15 to which an NCR-17 is attached. Do not prepare NCR-14 for an NCR-12 which covers a cotton farm or sharecropper farm except as hereinafter provided. NCR-18 is in four parts.

Part I - Percentage Sheet

Part II - Soil Conserving Payments and Deductions

Part III - Soil Building Payments

Part IV - Grand Summary

Parts I, II, and IV will be used in every case where there is an NCR-17 present. Part III will be used whenever an entry appears in column (n) of NCR-17. When NCR-17 is attached to an NCR-12 only one set of forms NCR-18 will be used. When forms NCR-17 are attached to forms NCR-15, one set of forms NCR-18 will be used for each NCR-17. Use NCR-14 in preparing Part II of NCR-18. Strike the number "14" and insert the

number "18A" after the words "Form NCR- ". Immediately below the words "August 25, 1936" in the upper left-hand corner, enter the words "Part II - Soil Conserving Payments". Strike the word "applicant" after the words "name of" in the second line in the upper right-hand corner and insert in lieu thereof the word "operator". If there are more applicants shown on NCR-17 than can be listed on Parts I, II, or IV of NCR-18, leave the last line of such forms blank; prepare another sheet of the proper form, leaving the first line blank. Proceed in the same manner if more than two sheets are necessary.

2. Enter on each part of NCR-18 in the spaces provided therefor, the State and county code and serial number, the name of the operator, and the work sheet number. On Part II, enter the work sheet number above the title "Computation Sheet for One Farm" and circle such entry.
3. Transfer the entries from NCR-17 to NCR-18 (Part I), using care to make such entries on the line of NCR-18 opposite the name of the owner, operator, or sharecropper whose name appears opposite such entries on NCR-17. If there are entries in column (b) and in column (f) or column (j), use the second block of columns (c) to (l), inclusive. If there are entries in all of such columns, use another sheet of NCR-18.
  - a. Transfer the names of the owner, operator, and sharecroppers from column (a) of NCR-17 to column (b) of NCR-18.
  - b. If NCR-17 is attached to an NCR-15, enter opposite the name of the operator in column (a) of NCR-18, the block number on NCR-15 to which NCR-17 relates.

- c. If entries appear in columns (b) to (c), inclusive, of NCR-17, enter the word "cotton" in the group heading of columns (c) to (l), inclusive, of NCR-18 and transfer the entries from NCR-17 to NCR-18 as follows:

<u>NCR-17</u>		<u>NCR-18</u>
(1) Transfer column (e)	to	column (d)
(2) " " (c)	"	" (g)
(3) " " (d)	"	" (i)

- d. If entries appear in columns (f) to (i), inclusive, of NCR-17, and the words "tobacco", "sugar beets", or "flax" have been entered in the group heading over columns (f) to (i), inclusive, enter such words "tobacco", "sugar beets", or "flax", over columns (c) to (l), inclusive, of NCR-18 and transfer the entries from NCR-17 to NCR-18, as follows:

<u>NCR-17</u>		<u>NCR-18</u>
(1) Transfer column (i)	to	column (d)
(2) " " (g)	"	" (g)
(3) " " (h)	"	" (i)

- e. If entries appear in columns (j) to (m), inclusive, of NCR-17, enter the word "General" over columns (c) to (l), inclusive, using a second sheet of NCR-18 if necessary, and transfer the entries from NCR-17 to NCR-18 as follows:

<u>NCR-17</u>		<u>NCR-18</u>
(1) Transfer column (m)	to	column (d)
(2) " " (k)	"	" (g)
(3) " " (l)	"	" (i)



- f. Transfer the totals of columns (b), (f), and (j) of NCR-17 to the spaces provided therefor at the foot of the appropriate columns (g) of NCR-18.
4. Transfer the entries from NCR-12 or the applicable block of NCR-15 to NCR-18A (Part II), following the instructions to entry clerks in Section I of Part IV of NCR-20, Revised. Do not make any entries below line 21 of NCR-18A. In transferring entries from a block of NCR-15 to NCR-18A, enter the block number immediately above the box heading of column (a) and circle such entry.
5. Transfer the entries from NCR-12 or the applicable block of NCR-15 and from NCR-17 to NCR-18B (Part III). In making entries on NCR-18B, do not enter the names of all applicants until it is determined how many lines are necessary to list the data for all soil building practices for which each applicant receives a share of the payment. For example, if the owner receives a share of the payment to be made for three practices, list the data for the first of such practices opposite the name of the owner and list the data for the other two practices in the next two lines. Then, enter the name of the operator in the next line in column (b) and list the data for the practices for which the operator receives a share of the payment in the line opposite such operator's name and in the succeeding lines. Proceed in the same manner to list data for practices for which each sharecropper receives a share of the payment.
- a. Transfer the names of the owner, operator, and sharecroppers



from column (a) of NCR-17 to column (b) of NCR-18B.

- b. If NCR-17 is attached to an NCR-15, enter in column (a) of NCR-18B, opposite the name of the operator, the block number on NCR-15 to which NCR-17 relates.
- c. Transfer entries from NCR-12 or NCR-15 to NCR-18B as follows:

NCR-12  
or NCR-15

NCR-18B

- (1) Transfer 5(f) to first line of column (c)
- (2) " 6(f) " " " " (d)
- d. Transfer entries from NCR-17 to NCR-18B as follows:

NCR-17

NCR-18B

- (1) Transfer column (n) to column (f)
- (2) " " (o) " " (h)
- (3) " " (p) " " (j)
- e. After all entries have been made in columns (f), (h), and (j) of NCR-18B, enter in column (g) of NCR-18B the rate of payment per acre for the soil building practice shown on each line of column (f) of NCR-18B. The rate of payment per acre for each soil building practice will be found in NCR-B-2, Revised as of September 9, 1936.

6. Transfer the names of the owner, operator, and sharecroppers from column (a) of NCR-17 to column (b) of NCR-18C (Part IV). If NCR-17 is attached to NCR-15, enter in column (a) of NCR-18C, opposite the name of the operator, the block number on NCR-15 to which NCR-17 relates.

7. When NCR-17 is attached to NCR-15, perform the entry work on NCR-16, following the instructions contained in Part IV

of NCR-20, Revised, except that:

- a. A percentage figure shall not be entered in column (e) of Parts I, II, III, IV, or V of NCR-16 for the cotton farms or sharecropper farms shown on NCR-15.
  - b. No entries shall be made in columns (c) to (q), inclusive, of Part VI of NCR-16, for the cotton farms or sharecropper farms shown on NCR-15.
  - c. No entries shall be made in columns (c) to (l), inclusive, of Part VII of NCR-16, for the cotton farms or sharecropper farms shown on NCR-15.
8. If an NCR-17 is not attached to an NCR-12, which covers a cotton farm or sharecropper farm, or to an NCR-15, one block of which covers a cotton farm or sharecropper farm, do not prepare NCR-18, NCR-18A, NCR-18B, or NCR-18C for such case.

## II. Instructions to Review Clerks.

1. Determine that the correct computation forms have been prepared for all forms NCR-12 or NCR-15 to which forms NCR-17 are attached.
2. Verify the entry work on all forms NCR-18 in the lot, following the instructions to the entry clerk contained herein. Follow the instructions to the review clerk, contained in Part IV of NCR-20, Revised, with reference to the correction of errors on NCR-18.

## PART V - COMPUTATION UNIT

The instructions in this Part V shall be followed by clerks in the Application Clearance Unit in States where entry and computation work in connection with forms NCR-17 is performed in the Application

Clearance Unit and by a designated clerk or group of clerks in the Computation Unit in all other States.

I. Instructions to Computing Clerks.

1. Make the computations on NCR-18 (Part I). Proceed next to make the computations on NCR-18A (Part II), through line 21. Then make the computations on NCR-18B (Part III), and NCR-18C (Part IV), respectively. Except as otherwise provided in these instructions, the figures involved in any computation shall be taken from the same line as that for which the computation is being made.
2. Computations for NCR-18 (Part I) - Percentage Sheet.
  - a. If the NCR-18 is for a cotton farm, that is, if it covers a farm in Area "B" or "C" and entries other than zero appear in both 1(b) and 10(b) of NCR-18A (Part II), obtain the entries for columns (e) and (f) of NCR-18 as follows:
    - (1) Add the entries in column (d). If the figure obtained does not agree with the figure already entered in the space provided for the total of column (d), check all entries in column (d) against the entries in column (e), (i), or (m) of NCR-17, whichever is applicable. If an error is detected, cross out the incorrect entry and enter the correct figure in the same space.
    - (2) Column (e) shall be obtained by dividing the individual entries in column (d) by the total of column (d).
    - (3) Column (f) shall be obtained by multiplying column (e) by 0.125.
    - (4) Do not perform the preceding steps (1) to (3),

inclusive, if the farm covered by NCR-17 is a sharecropper farm.

- b. Column (h) shall be obtained by dividing the individual entries in column (g) by the entry in the space provided for the total of column (g).
  - c. Column (j) shall be obtained by multiplying column (h) by column (i).
  - d. If the NCR-18 is for a cotton farm, obtain the entries for columns (k) and (l), as follows:
    - (1) Column (k) shall be obtained by multiplying column (j) by 0.5.
    - (2) Column (l) shall be obtained by adding the entries in columns (c), (f), and (k).
    - (3) Do not perform the preceding steps (1) and (2), if the NCR-18 is for a sharecropper farm.
  - e. Perform the computations outlined in paragraphs (a) to (d), inclusive, of this paragraph 2 for every soil depleting base listed on NCR-18.
3. Computations for NCR-18A (Part II).
- Perform the computations for columns (a) to (f), inclusive, of NCR-18A through line 21, following the instructions to computing clerks in Section I of Part V of NCR-20, Revised. Do not make any entries or computations on NCR-18A below line 21.
4. Computations for NCR-18B (Part III) - Soil Building Payments.
- a. The entry in the first line of column (e) shall be obtained by adding the entries in the first line of columns (c) and (d) and multiplying such sum by one dollar (\$1.00). If the



product obtained is \$10.00 or less, enter \$10.00.

- b. Column (i) shall be obtained by multiplying column (g) by column (h).
- c. Column (k) shall be obtained by multiplying column (i) by column (j).
- d. Enter in column (l) opposite the name of each applicant the sum of the entries in column (k) for such applicant.
- e. Add the entries in column (l) and enter the total in the space provided therefor.
- f. Determine whether the entry in column (e) is equal to, greater than, or less than the total of column (l).
  - (1) If the entry in column (e) is equal to or greater than the total of column (l), transfer the entries in column (l) to column (o).
  - (2) If the entry in column (e) is less than the total of column (l), obtain the entries in columns (m) and (o) as follows:
    - (a) The entry in the first line of column (m) shall be obtained by dividing the entry in the first line of column (e) by the total of column (l).
    - (b) Column (o) shall be obtained by multiplying the individual entries in column (l) by the entry in the first line of column (m).

5. Computations for NCR-18C (Part IV). Grand summary.

- a. Transfer the entries from NCR-18A to NCR-18C as follows:



NCR-18A

NCR-18C

- |     |          |       |                             |     |     |     |
|-----|----------|-------|-----------------------------|-----|-----|-----|
| (1) | Transfer | 14(a) | to the heading over columns | (c) | and | (d) |
| (2) | "        | 14(b) | " " " "                     | (e) | and | (f) |
| (3) | "        | 14(c) | " " " "                     | (g) | and | (h) |
| (4) | "        | 14(d) | " " " "                     | (i) | and | (j) |
| (5) | "        | 14(e) | " " " "                     | (k) | and | (l) |
| (6) | "        | 18(f) | " " " "                     | (o) |     |     |
| (7) | "        | 21(f) | " " " "                     | (t) |     |     |

If there is no entry in 14(a), 14(b), 14(c), 14(d), 14(e), 18(f), or 21(f) or if any of such entries is zero, enter a zero in the corresponding column heading of NCR-18C.

- b. The "Percentage of Payment to Applicant" to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be transferred from NCR-18, (Part I). If a zero has been entered in the heading over any of the columns of NCR-18C, there will be no entries in the column headed "Percentage of Payment to Applicant". If the farm covered by NCR-17 is a cotton farm, the percentage to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be taken from column (1) of NCR-18. If the farm covered by NCR-17 is a sharecropper farm, the percentage to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be taken from column (j) of NCR-18. If an applicant is entitled to receive different shares of the same crop, for example, if he is entitled to receive 40% of the cotton crop on 50 acres and 50% of the cotton crop on an additional 30 acres on the farm, the data for such applicant will be entered on two lines on NCR-18. In such cases, the percentages for such applicant shown in columns (j) or (1)

of NCR-18 shall be added and entered on NCR-18C as a single entry!

- c. Column (d) shall be obtained by multiplying the tobacco payment shown in the heading of column (d) by column (c).
- d. Column (f) shall be obtained by multiplying the cotton payment shown in the heading of column (f) by column (e).
- e. Column (h) shall be obtained by multiplying the sugar beet payment shown in the heading of column (h) by column (g).
- f. Column (j) shall be obtained by multiplying the flax payment shown in the heading of column (j) by column (i).
- g. Column (l) shall be obtained by multiplying the general payment shown in the heading of column (l) by column (k).
- h. Column (m) shall be obtained by adding the entries in columns (d), (f), (h), (j), and (l).
- i. Examine the entry in the heading of column (o).
  - (1) If such entry is zero
    - (a) Make no entries in columns (n) and (o)
    - (b) Enter in column (p) the entries in column (m).
  - (2) If such entry is not zero
    - (a) Column (n) shall be obtained by dividing the entry in each line of column (m) by the total of column (m).
    - (b) Column (o) shall be obtained by multiplying the amount shown in the heading of column (o) by column (n).
    - (c) Column (p) shall be obtained by subtracting from column (m), the entries in column (o).
- j. Enter in column (q) the entries shown in column (o) of NCR-18B.
- k. Column (r) shall be obtained by adding the entries in columns (p) and (q).
- l. Examine the entry in the heading of column (t).



is not attached. In addition, indicate on RF-2 that both lots are to be scheduled on the same ACP-22.

7. For each block of NCR-15 which covers a cotton farm or sharecropper farm, make the following transfers from NCR-18, NCR-18A, NCR-18B, and NCR-18C to NCR-16, Parts I to VII, inclusive.
  - a. If the NCR-18 is for a cotton farm, transfer column (l) of NCR-18 to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is used for the data relative to the soil depleting base shown in the group heading over columns (c) to (l), inclusive, of NCR-18.
  - b. If the NCR-18 is for a sharecropper farm, transfer column (j) of NCR-18 to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is used for the data relative to the soil depleting base shown in the group heading over columns (c) to (l), inclusive, of NCR-18.
  - c. If there are two percentages for an applicant on successive lines in column (j) or (l) of NCR-18, add such percentages and transfer the total to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is applicable.
  - d. Transfer 15(f) of NCR-18A to column (m) of NCR-16, Part VI.
  - e. Transfer 16(f) of NCR-18A to column (n) of NCR-16, Part VI.
  - f. Transfer column (n) of NCR-18C to column (o) of NCR-16, Part VI.

Entries will have been made in column (n) of NCR-18C only when an entry other than zero appears in the heading of column (o) of such form. If such entry is zero, and the landlord or operator executed an NCR-15, obtain entries in column (n) of NCR-18C for such landlord or operator by dividing the entry in column (m) opposite the name of such landlord or operator by the total of



column (m).

g. Transfer column (1) of NCR-18B to column (1) of NCR-16, Part VII.

h. Transfer column (n) of NCR-18B to column (g) of NCR-16, Part VII.

Compute entries in column (n) of NCR-18B only when necessary, that is, when the owner or operator of the cotton farm or sharecropper farm executed NCR-15. Obtain entries in column (n) of NCR-18B in such cases as follows:

(1) If an entry has not been made in column (m), obtain such entry by dividing the entry in column (e) by the total of column (1).

(2) Obtain entries for the operator and landlord in column (n) by multiplying the entries in column (1) for such applicants by the entry in column (m).

i. When NCR-17 is not attached to an NCR-15, one block of which covers a cotton farm or sharecropper farm, obtain the entries for NCR-16 from the NCR-18, NCR-18A, NCR-18B, and NCR-18C which were prepared for the NCR-12 or NCR-15 to which NCR-17 is attached.

8. After the necessary transfers from NCR-18, NCR-18A, NCR-18B and NCR-18C to NCR-16 have been made, perform the computations on NCR-16 in accordance with instructions in Section II of Part V of NCR-20, Revised.

## II. Instructions to Review Clerks.

1. Verify the computations on NCR-18 (Part I), as follows:

a. Add the entries in column (d). If the result obtained does not equal the figure entered in the last line of column (g), verify the total of columns (b), (f), or (j) of NCR-17, depending upon the name of the soil depleting base for which computations have been made on NCR-18.



- b. Add the entries in columns (e), (f), (j), (k) and (l). If the total obtained for any column differs from the printed total in the last line of such column by more than 0.09, verify the computations made to obtain the entries in such column.
2. Verify the computations on NCR-18A following the instructions to computing clerks in Section I of Part V of NCR-20, Revised.
3. Verify the computations on NCR-18B as follows:
  - a. Add the entries in columns (k) and (l). If the totals of these two columns do not agree, recompute all entries in column (l).
  - b. Add the entries in column (o). If the result obtained differs by more than \$0.10 from the total of column (l) or the entry in the first line of column (e), whichever is smaller, recompute all entries in columns (m) and (o).
4. Verify the computations on NCR-18C as follows:
  - a. Add the entries in column (p). If the result obtained differs from 19(f) of NCR-18A by more than \$0.10, proceed as follows:
    - (1) Verify the transfers of entries from 14(a), 14(b), 14(c), 14(d) and 14(e) to the group headings over columns (c) and (d), (e) and (f), (g) and (h), (i) and (j), and (k) and (l), respectively. If an error is found, correct such error and recompute all entries in the appropriate column.
    - (2) Add the entries in columns (d), (f), (h), (j), and (l).

If the result obtained for any column differs from the entry in the group heading over such column, verify all transfers from NCR-18 to column (c), (e), (g), (i), or (k), whichever is applicable, and recompute the entries in column (d), (f) (h), (j), or (l), whichever is applicable.
    - (3) Verify the entries in column (m). Correct the entries in

column (m), if necessary.

- (4) Add the entries in column (m). Correct the total, if necessary.
  - (5) Verify the entry in the heading of column (o) by checking against the entry in 18(f) of NCR-18A. Correct such entry, if necessary.
  - (6) If the entry in the heading of column (o) is zero, verify the transfers of entries from column (m) to column (p).
  - (7) If the entry in the heading of column (o) is not zero,
    - (a) Add the entries in column (o). If the result obtained differs from the entry in the heading of such column by more than \$0.10, recompute all entries in columns (n) and (o).
    - (b) Verify the entries in column (p). Correct such entries, if necessary.
  - (8) If an error is found in any of the preceding steps 1 to 7, inclusive, correct subsequent operations which are affected by such error.
- b. Add the entries in columns (q) and (r). If the total of column (r) differs from the sum of the totals of columns (p) and (q), verify all entries in column (r).
  - c. Add the entries in column (t). If the result obtained does not equal the entry in the heading of column (t), verify all entries in columns (s) and (t).
  - d. Add the entries in column (u). If the result obtained does not equal the figure obtained by subtracting from the total of column (r) the total of column (t), verify all entries in column (u).

- e. Add the entries in column (v). If the total of columns (q) and (v) does not equal the total of column (u), recompute all entries in column (v).
  - f. Add the entries in column (w). If the result obtained differs by more than \$0.10 from the result obtained by multiplying the total of column (u) by 90 percent, verify all entries in column (w).
5. For each block of NCR-15 which covers a cotton farm or sharecropper farm, verify the transfers from NCR-18, NCR-18A, NCR-18B, and NCR-18C to NCR-16, following the instructions to the computing clerk in Section I of this Part V.
  6. After all computations have been verified on NCR-18, NCR-18A, NCR-18B and NCR-18C,
    - a. Enter "xxx" in column (q) of NCR-17 opposite the names of the operator and landlord, if any.
    - b. Enter in column (q) of NCR-17 opposite the name of each sharecropper who signed in column (r) the amount shown in column (w) of NCR-18C opposite the name of such sharecropper.
    - c. Obtain the total of all entries in column (q) of NCR-17, and enter such total in the space provided therefor.
  7. Execute that part of NCR-12, NCR-15, and NCR-17 headed "Certificate of Administrative Officer" as follows:
    - a. Transfer to the space following the words "Approved Payment to Applicant" on NCR-12 the entry in column (w) of NCR-18C, opposite the name of the operator or landlord who executed such NCR-12.
    - b. Transfer to the space following the words "Net Payment to Sharecroppers" on NCR-17 the total of column (q) of NCR-17.
    - c. Enter the date and sign in the space provided for the signature of the examiner on NCR-12 and on NCR-17.

- d. When one or more blocks of NCR-15 cover cotton farms or sharecropper farms, follow the instructions contained in Section III, Part V of NCR-20, Revised, in executing the "Certificate of Administrative Officer" on NCR-15.

PART VI - PAYMENT SCHEDULE

(Operation No. 6)

When there are included in a county block forms NCR-12 and NCR-15, which cover cotton farms and sharecropper farms, the data to be entered in the heading and in columns (a) and (b) of forms ACP-13B and ACP-13A, shall be taken from such forms NCR-12 or NCR-15 and from RF-2, in accordance with the instructions contained in Part VI of NCR-20, Revised. Data from forms NCR-17 and NCR-18 shall be entered on forms ACP-13B and ACP-13A, in accordance with the following instructions:

I. Instructions to Typists.

1. In preparing ACP-13B and ACP-13A, enter in column (b) the name and address of the operator who executed NCR-12 or NCR-15 before entering the names of any sharecroppers.
2. The serial number to be entered in column (a) of ACP-13B and ACP-13A for each sharecropper shall be taken from NCR-17.
3. The names of sharecroppers to be entered in column (b) of ACP-13B and ACP-13A will be found in column (r) of NCR-17. Type the names of the sharecroppers in the same style as the signatures of such sharecroppers, except when a different style is designated by the examining clerk. In the latter case, the examining clerk will have securely fastened to NCR-17 over the signature of the sharecropper, a slip of paper showing the payee's name as such name should appear



on APC-13B and APC-13A. Care should be taken to avoid duplication of names in column (b) of ACP-13B and ACP-13A. The signatures of the operator and landlord, if any, will appear in column (r) of NCR-17, as well as on NCR-12 or NCR-15. The names of such parties shall be taken from the NCR-12 or NCR-15 and only the names of sharecroppers shall be taken from NCR-17.

4. The address of each sharecropper will be found in column (a) of NCR-17 either on the same line as the signature of such sharecropper in column (r) or on the next succeeding line. Enter the names of the town and State only, as the payee's address.
5. The Net Class I Payment to be entered in column (c) of ACP-13B opposite the name of each sharecropper shall be taken from column (v) of NCR-18C (Part IV) on the line opposite the name of such sharecropper in column (b) of NCR-18C.
6. The Class II Payment to be entered in column (d) of ACP-13B opposite the name of each sharecropper shall be taken from column (q) of NCR-18C on the line opposite the name of such sharecropper in column (b) of NCR-18C.
7. The amount to be entered in column (e) of ACP-13B and column (d) of ACP-13A opposite the name of each sharecropper shall be taken from column (w) of NCR-18C on the line opposite the name of such sharecropper in column (b) of NCR-18C.



8. If the operator or landlord named on NCR-17 executed an NCR-12, the information to be entered in columns (c), (d), and (e) of ACP-13B shall be taken from NCR-18C. If such operator or landlord executed NCR-15, the data for columns (c), (d), and (e) of ACP-13B shall be taken from NCR-16, in accordance with instructions contained in Part VI of NCR-20, Revised.
9. Forms ACP-14 and ACP-22 shall be prepared as set forth in Part VI of NCR-20, Revised.

## II. Instructions to Review Clerks.

1. Verify the entries for sharecroppers on ACP-13B and ACP-13A as follows:
  - a. Verify columns (a) and (b) by checking against the corresponding items on NCR-17.
  - b. Verify columns (c) and (d) of ACP-13B by checking against the corresponding items on NCR-18C.
  - c. Verify column (e) of ACP-13B and column (d) of ACP-13A by checking against the corresponding items on NCR-18C and on NCR-17.
2. Check to determine that the names of operators and landlords on ACP-13B and ACP-13A have not been duplicated.
3. Verify other entries on ACP-13B and ACP-13A and all entries on ACP-14 and ACP-22, as set forth in Part VI of NCR-20, Revised.

PART VII - APPLICATION CLEARANCE UNIT

(Operation No. 7)

This procedure shall be followed (1) in connection with the handling of all forms NCR-12 and NCR-15 which cover cotton farms and sharecropper farms in States where the entry and computation work in connection with such forms is performed in the Application Clearance Unit, and (2) in connection with the handling of suspended forms NCR-12 and NCR-15 which cover cotton farms and sharecropper farms in States where the entry and computation work in connection with such forms is performed by a designated group of clerks in the Entry and Computation Units.

The procedure outlined in Part VII of NCR-20, Revised, shall be followed in obtaining corrections for suspended forms NCR-12 or NCR-15 which cover cotton farms or sharecropper farms.

I. Instructions for Preparation of NCR-18, NCR-18A, NCR-18B, and NCR-18C.

If an NCR-12 or NCR-15 to which NCR-17 is attached has not been suspended but has been transmitted from the Examination Unit to the Application Clearance Unit for handling or if a suspended NCR-12 or NCR-15 to which NCR-17 is attached has been cleared by correspondence, the correspondence clerk shall prepare forms NCR-18, NCR-18A, NCR-18B, and NCR-18C in accordance with the instructions in Part IV of this procedure. Thereafter, such cases shall be released to computing clerks who shall perform and review the computations on such forms as outlined in Part V of this procedure. The correspondence clerks shall then approve forms NCR-17, NCR-12, and NCR-15 for payment in accordance with instructions contained in Section II of Part V of this procedure.

When such cases are released to the Payment Schedule Unit, forms NCR-12 or NCR-15 which cover the same farm shall be included in the same lot.

II. Instructions for Matching Forms NCR-12 or NCR-15 Executed by the Landlord and Operator of the Same Farm.

1. If an NCR-12 or NCR-15 executed by the operator of a cotton farm or sharecropper farm has been received, determine the serial number of the NCR-12 or NCR-15 executed by the landlord on such farm by checking NCR-6 for the work sheet number shown on such operator's NCR-12 or NCR-15.
  - a. If a serial number appears in column (3) of NCR-6 for such work sheet number, obtain the NCR-12 or NCR-15 for such serial number and handle such NCR-12 or NCR-15 together with the operator's NCR-12 or NCR-15 as outlined in Parts IV and V of this procedure.
  - b. If a serial number does not appear in column (3) of NCR-6 and if there is not attached to the operator's NCR-12 or NCR-15, a statement indicating that the landlord does not intend to execute an NCR-12 or NCR-15, determine by correspondence with the county committee whether the landlord intends to execute an NCR-12 or NCR-15. Hold the operator's NCR-12 or NCR-15 in the Application Clearance Unit file until the landlord's NCR-12 or NCR-15 is received or until it is established that the landlord does not intend to execute an NCR-12 or NCR-15.
2. When a landlord's NCR-12 or NCR-15 is received, the serial number of the operator's NCR-12 or NCR-15 should appear in line 9 of such landlord's NCR-12 or NCR-15. Obtain the operator's NCR-12 or NCR-15 and handle such forms in accordance with the instructions outlined in Parts IV and V of this procedure.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

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INSTRUCTIONS AND PROCEDURE RELATIVE TO  
HANDLING APPLICATIONS FOR PAYMENT AND  
RELATED FORMS UNDER THE PROVISIONS OF  
THE 1936 AGRICULTURAL CONSERVATION  
PROGRAM IN THE NORTH CENTRAL REGION

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For Use of State Committees

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## GENERAL

The instructions contained herein supersede the instructions contained in NCR-20, Revised as of November 7, 1936, and all amendments subsequently issued. These instructions shall be followed in the Application for Payment Section in handling applications for payment and related forms from the time they are received in the State office until they are submitted to the General Accounting Office.

Members of the State Committee and clerks in the State office should become thoroughly familiar with the instructions contained herein and with all other pertinent provisions and instructions issued relating to the 1936 Agricultural Conservation Program in the North Central Region. Deviation from these instructions will not be permitted. When there is a question relative to the procedure to be followed in any case, such question should be referred to the immediate superior.

Changes or corrections must not be made on any form used in connection with the 1936 Agricultural Conservation Program unless such changes or corrections are specifically authorized by these instructions. In making any corrections authorized by these instructions, draw a line through the incorrect entry in such a manner that the entry will remain legible and insert the correct entry in the nearest available space.

In these instructions, reference to entries on any form will be made by line number and column heading. For example, the entry in line 1, column (a) of Section II of NCR-12, or of any block of Section II of NCR-15, will be referred to as "1(a) of NCR-12" or "1(a) of NCR-15"; the entry in line 2, column (c) of NCR-14 will be referred to as "2(c) of NCR-14."

The following definitions are used herein in addition to the definitions contained in NCR-B-1, revised as amended:

1. COUNTY BLOCK means all applications for payment and related forms which are received in the State office from one county at one time.
2. PRIORITY BLOCK NUMBER means the number assigned to a county block.
3. LOT means a group of not more than 100 applications for payment from the same county.
4. LOT NUMBER means the number assigned to a lot.
5. SUSPENDED CASE means any application for payment, together with related forms, which is not acceptable for payment without correction or information, or under which no payment is due.
6. APPLICATION FARM means any farm, data for which are listed on NCR-12, and any farm, data for which are listed in a block of NCR-15 and not marked "N.A.F."

7. NON-APPLICATION FARM means any farm, data for which are listed in a block of NCR-15 and marked "N.A.F."
8. COTTON FARM means any share-rented farm or farm operated with the aid of sharecroppers in Area "B" or in Area "C" which has a cotton base or on which cotton was grown in 1936.
9. SHARECROPPER FARM means any farm other than a cotton farm operated with the aid of sharecroppers in 1936.

The Application for Payment Section shall be divided into seven units. The work performed in any one unit shall be considered as an operation which will consist of one or more steps. The following is a brief outline of the steps performed in each operation:

1. Acceptance Unit: To spot-check the computations on summaries of performance; to spot-check data on applications for payment against data on corresponding summaries of performance; to spot-check to determine that acceptable addresses and signatures are inserted on applications for payment; to return to the county any transmittal of applications for payment and related forms which appear upon examination to be incorrectly or incompletely executed; and to release to the Receiving and Files Unit any transmittal of applications for payment and related forms which appear to have been properly executed.
2. Receiving and Files Unit: To stamp all forms with the date of receipt; to prepare and maintain county progress records; to prepare lot records; to release applications for payment and related forms to the Examination Unit; and to file copies of computation sheets which are received from the Statistics Section in the State office.
3. Examination Unit: To check the entries on summaries of performance; to check the transfer of data from summaries of performance to applications for payment; to check the bases, yields, and productivity indexes on applications for payment against approved bases, yields, and productivity indexes; to determine the acceptability of signatures on applications for payment; to designate the names of payees as they should appear on checks; to detach and forward to the Statistics Section of the State office the summaries of performance attached to acceptable applications; to release acceptable applications for payment to the Entry Unit; and to release suspended cases to the Application Clearance Unit.
4. Entry Unit: To transfer the data from applications for payment and rates of payment from NCR-B-2, Revised, as amended, and NCR Misc. No. 7-36 to computation sheets; to review

the figures entered on computation sheets; and to release applications for payment and related forms to the Computation Unit.

5. Computation Unit: To make and enter on the computation sheet all computations which are necessary to determine the amount of payment due an applicant; to determine the percent of deductions for county association expenses; to review computations; to transfer amounts of payment from computation sheets to applications for payment; to approve applications for payment; and to release applications for payment, computation sheets, and related forms to the Payment Schedule Unit.
6. Payment Schedule Unit: To prepare, check, and certify vouchers for payment; to prepare schedules of disbursements; to release applications for payment, originals of computation sheets, originals and copies of vouchers and schedules of disbursement to the General Accounting Office; to release copies of computation sheets to the Statistics Section; and to release copies of vouchers and schedules of disbursement to the Accounting Section of the State office.
7. Application Clearance Unit: To notify county committees of corrections which have been made on transmittal sheets; to request the corrections necessary to clear suspended cases; to perform all necessary checking, entry, and computation operations in connection with suspended cases which have been cleared; to release corrected applications for payment and related forms to the Payment Schedule Unit; to indicate, in proper cases, what farms should be non-application farms; and to notify county committees concerning applications for payment under which no payment will be made.

Persons who handle the mail received in the State office will, upon receipt of a transmittal of applications for payment and related forms, forward such transmittal to the Acceptance Unit. Any mail received in the State office directed to the Application Clearance Unit will be transmitted directly to the Application Clearance Unit. Likewise, any mail received in the State office relative to suspended cases or the status of any case will be forwarded directly to the Application Clearance Unit.

The following forms are to be used in connection with the procedure and instructions set forth herein. A sufficient supply of these forms will be furnished to each State office.

RF-1, County Progress Record. A record of the contents and progress of all county blocks and lots from each county.



RF-2, Lot Record. A record of the contents and progress of a lot, and a record of the persons handling such lot in each unit.

RF-3, Release of Lots and Suspended Cases. A record of the release of a county block or lot from one unit to another. The reverse side of RF-3 may be used as a record of work assigned in the unit which receives the county block or lot.

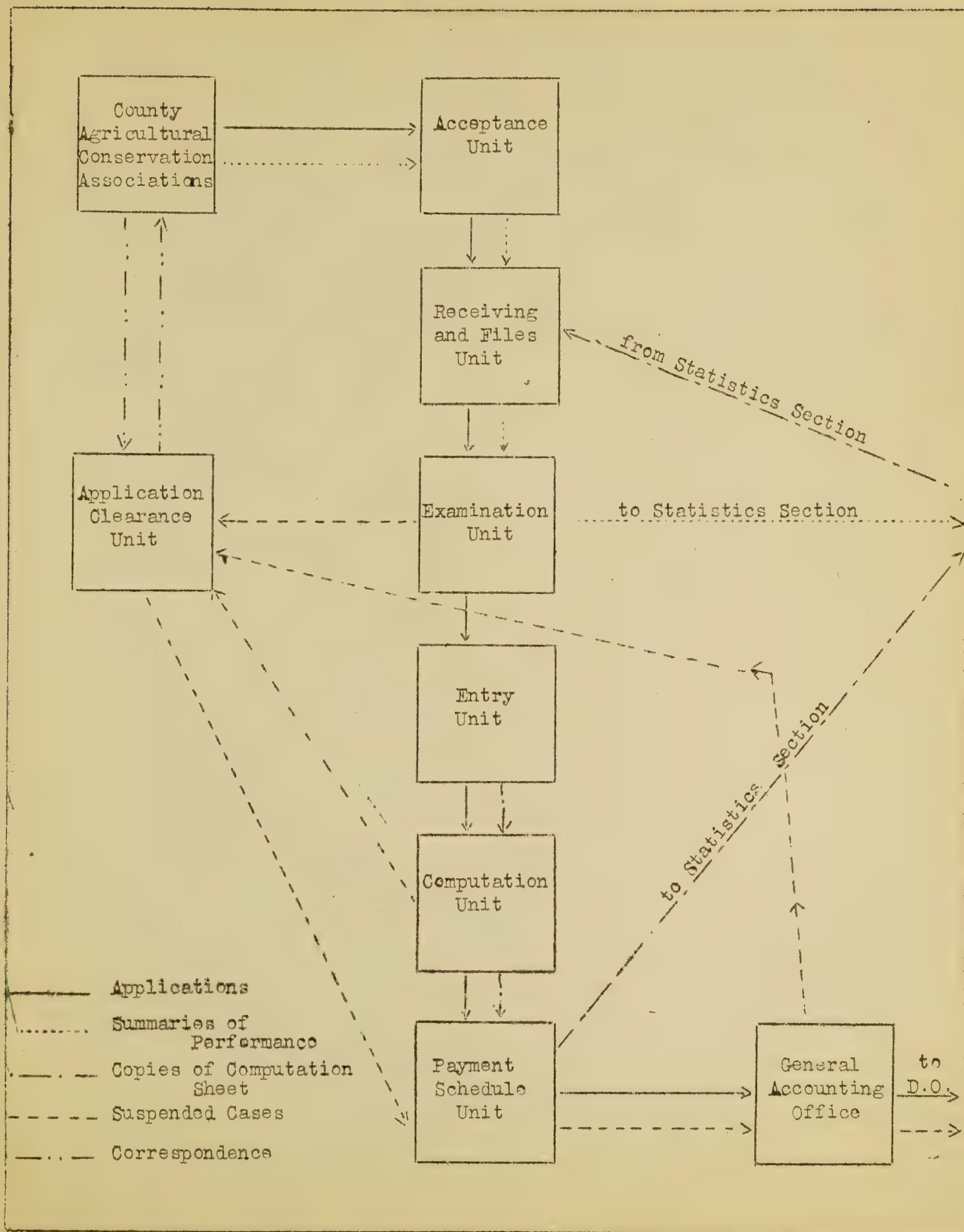
RF-4, Suspension Sheet. A notice of the suspension of an application for payment.

RF-5, NCR-13 Correction Sheet. A notice of any corrections which are made on a transmittal sheet, NCR-13.

RF-6, Request for Application or Related Forms. A request to the Receiving and Files Unit for any application for payment or other form which is needed in the examination of another application for payment or related form.

When RF-4 is used in any unit to suspend a case, indicate thereon the priority block number, the State and county code, the lot number, the serial number, and all reasons for the suspension of such case.

Chart showing Flow of Applications for Payment and  
Related Forms in State Offices in the North  
Central Region







UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

## 1936 Agricultural Conservation Program - North Central Region

INSTRUCTIONS AND PROCEDURE RELATIVE TO HANDLING  
APPLICATIONS FOR PAYMENT AND RELATED FORMS IN  
CONNECTION WITH COTTON FARMS AND SHARECROPPER  
FARMS.

## For Use of State Committee

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GENERAL

Instructions contained herein supplement the instructions contained in NCR-20, Revised, and are to be followed in connection with the handling of any application for payment which covers a cotton farm or a sharecropper farm.

The following definitions are used herein:

1. Cotton farm means any share-rented farm or farm operated with the aid of sharecroppers in Area "B" or in Area "C" which has a cotton base or on which cotton was grown in 1936.
2. Sharecropper farm means any farm other than a cotton farm operated with the aid of sharecroppers.

Since only a relatively small number of applications for payment covering cotton farms and sharecropper farms will be received in the Application for Payment Sections of some State offices, it may be advisable to perform the entry and computation work in connection with such cases in the Application Clearance Unit. However, in other States, particularly Missouri, where a larger percentage of applications for payment will cover cotton farms and sharecropper farms,

it may be preferable to designate a certain clerk or group of clerks in the Entry Unit and Computation Unit to handle such cases. Such clerk or group of clerks should become thoroughly familiar with the instructions contained herein and in NCR-20, Revised, and with all other pertinent provisions and instructions issued relating to the 1936 Agricultural Conservation Program in the North Central Region.

#### PART I - ACCEPTANCE

When a number of forms NCR-17 and NCR-11a are included in a transmittal of applications and related forms, determine whether such forms have been prepared in such a manner as to warrant their acceptance for a determination of the amount of payment to be made in connection therewith.

In making this determination, spot check totals on NCR-11a against entries on NCR-11, unless such forms were submitted separately from forms NCR-12, NCR-15, and NCR-17; spot check totals on NCR-17 against entries on NCR-12 or NCR-15; and spot check signatures and certifications on NCR-17.

Follow the instructions contained in Part I of NCR-20, Revised, in connection with the acceptance or rejection of any transmittal.

#### PART II - RECEIVING AND FILES

In addition to the determinations set forth in Part II of NCR-20, Revised, the following determinations shall be made in connection with transmittals of forms NCR-12 and NCR-15 which cover cotton farms and sharecropper farms.

##### I. Instructions to Receiving Clerk.

1. If the State and county code and serial number have not been entered on an NCR-17, enter on such NCR-17, the State and county code and serial number appearing on the operator's NCR-12 or NCR-15.
2. Check the names of the applicants appearing in column (r) of each NCR-17 against the list of persons indebted to the United States Government.

##### II. Instructions to Record Clerk.

1. In all States where forms NCR-17 are handled by a designated clerk or group of clerks in the Entry Unit and Computation Unit, forms NCR-12 and NCR-15 covering cotton farms and sharecropper farms shall not be included in the same lot with other forms NCR-12 and NCR-15 from the same county. In other States forms NCR-12 and NCR-15 covering cotton farms or sharecropper farms may be included in the same lot with other forms NCR-12 and NCR-15 from the same county.

2. There should appear in line 9 of an NCR-12 or NCR-15 executed by the landlord of a cotton farm or sharecropper farm, the serial number of the NCR-12 or NCR-15 executed by the operator of such farm. When possible, include both the landlord's and operator's forms NCR-12 or NCR-15 in the same lot.
  - a. When the NCR-12 or NCR-15 for both the operator and landlord of a cotton farm or sharecropper farm are in the same county block, enter in line 9 of the NCR-12 or NCR-15 for the operator, the serial number of the NCR-12 or NCR-15 for the landlord and enter in the margin of the NCR-12 or NCR-15 for the landlord the lot number of the lot in which the NCR-12 or NCR-15 for the operator is included. When the NCR-12 or NCR-15 for the landlord and operator are in different lots, indicate on RF-2 that such lots are to be scheduled on the same ACP-22.
  - b. When the NCR-12 or NCR-15 for the landlord is not in the same county block with the NCR-12 or NCR-15 for the operator, obtain the NCR-23 prepared for the landlord's NCR-12 or NCR-15 from the file clerk in the Receiving and Files Unit and attach such NCR-23 to the landlord's NCR-12 or NCR-15. If an NCR-23 for the landlord's NCR-12 or the applicable block of NCR-15 is not on file, prepare and attach RF-4 to such landlord's NCR-12 or NCR-15.
3. In determining the number of applications covering cotton farms and sharecropper farms which may be included in one lot, determine that the number of payees does not exceed 100. The number of payees may be determined by counting the number of names shown in column (r) of NCR-17. In determining the number of applications to be entered in the last line of Section I of RF-2, count only the forms NCR-12 and NCR-15 present. Do not count forms NCR-17.

### III. Instructions to File Clerk.

When copies of forms NCR-23 or NCR-23, Revised, are received from the Payment Schedule Unit, file such forms in a separate file.

### PART III - EXAMINATION

Upon receipt of a county block containing forms NCR-12 or NCR-15 which cover cotton farms or sharecropper farms, such county block shall be assigned to a checking clerk for a check of the additions on forms NCR-11 and NCR-11a, unless such forms were previously checked in the Examination Unit or in the Statistics Section. Upon completion of such check, the county block shall be assigned to checking clerks by lots for a check of the entries on NCR-11 and NCR-11a and the transfer of entries from NCR-11a to NCR-17



and from NCR-11 to NCR-12 or NCR-15. Thereafter such county block shall be assigned to a pair of checking clerks by lots for a check of the entries on forms NCR-12 and NCR-15 against entries on NCR-6. When a lot is completed by a pair of checking clerks it shall be assigned to an examining clerk. When a lot is completed by an examining clerk, it shall be assigned to a review clerk.

I. Instructions to Checking Clerks - First Check.

1. Check the additions on forms NCR-11 in the lot, following instructions outlined in Section I of Part III of NCR-20, Revised.
2. The totals in columns (b), (e), (f), (i), (j), and (m) of NCR-11a must agree with the sum of the entries in the respective columns.
3. If, in checking the additions on NCR-11 and NCR-11a it is found that an addition has been incorrectly made, suspend the NCR-12 or NCR-15 to which such NCR-11 or NCR-11a is attached, except as provided in Part III, Section I, paragraph 1, of NCR-20, Revised.

II. Instructions to Checking Clerks - Second Check.

1. Check entries on forms NCR-11a which cover cotton farms as follows:
  - a. The total of column (b) must equal the total of column (e).
  - b. The total of column (f) must equal the total of column (i).
  - c. The total of column (j) must equal the total of column (m).
  - d. In some cases, a soil-depleting base will have been established for a farm, but no crop planted in 1936. In such case, zeros should appear in column (b), (f), or (j), but entries should appear in column (e), (i), or (m); the total of such entries should be 100.0 and the heading of column (e), (i), or (m) should have been deleted. The entries in column (e), (i), or (m) should be equal, having been obtained by dividing 100 percent by the number of persons who furnished workstock and machinery for the farm.
2. Check entries on NCR-11a against entries on NCR-11 as follows:
  - a. The State and county code and work sheet number shown in the upper right-hand corner of NCR-11a



must agree with the State and county code and work sheet number shown in the upper right-hand corner of NCR-11.

- b. The total of column (b) of NCR-11a must equal 13(c) or 14(c) of Table I of NCR-11, whichever shows the acreage of cotton planted on the farm covered by NCR-12 or the applicable block of NCR-15.
  - c. The total of column (f) of NCR-11a must equal 13(c) or 14(c) of Table I of NCR-11, whichever bears the name of the crop shown in the group heading over columns (f) to (i), inclusive, of NCR-11a.
  - d. The total of column (j) of NCR-11a must equal 12(c) of Table I of NCR-11.
  - e. There will be entered in column (n) of NCR-11a the names and numbers of all soil-building practices for which each applicant shares in the payment. Determine that no practice has been listed in column (n) of NCR-11a which does not appear in column (a) of Table III of NCR-11 and that all practices and practice numbers which are listed in columns (a) and (b) of Table III of NCR-11 appear in column (n) of NCR-11a. Determine that the sum of the percentage figures in column (p) of NCR-11a for any practice does not exceed 100.
  - f. Determine that the acreage figure shown in column (o) of NCR-11a for any practice agrees with the acreage figure shown in column (c) of Table III of NCR-11 for such practice.
3. Check entries on NCR-17 against entries on NCR-11a as follows:
- a. The State and county code and work sheet number on NCR-17 must agree with the State and county code and work sheet number on NCR-11a.
  - b. The names of the owner, operator, and sharecroppers in column (a) of NCR-17 must appear in column (a) of NCR-11a.
  - c. All entries in columns (b) to (p), inclusive, of NCR-17 must agree with the entries in the corresponding columns (b) to (p), inclusive, of NCR-11a, except that column (n) of NCR-17 will show only soil-building practice numbers while column (n) of NCR-11a will show the names of soil-

building practices as well as soil-building practice numbers.

4. If the State and county code and serial number on NCR-17 do not agree with the State and county code and serial number on the operator's NCR-12 or NCR-15, correct such data so that they agree.
5. Check entries on NCR-11 and transfers from NCR-11 to NCR-12 or the applicable block of NCR-15, following the instructions to checking clerks in Section II of Part III of NCR-20, Revised.

### III. Instructions to Checking Clerks - Third Check.

1. For each NCR-12 or NCR-15 covering a cotton farm or sharecropper farm make entries on NCR-6 as hereinafter set forth. If the minor civil division code and work sheet number are not entered on NCR-11, NCR-11a, NCR-17, NCR-12, or NCR-15, or if an incorrect minor civil division code and work sheet number have been entered on such forms, enter the correct minor civil division code and work sheet number. If the correct minor civil division code and work sheet number cannot be ascertained, suspend the NCR-12 or NCR-15. If, in performing the checks outlined in the following paragraphs (a) to (f), inclusive, it is found that an entry has already been made in column (2) or column (3) of NCR-6 and an "O.K." has not been entered in column (1) of NCR-6, prepare RF-4 indicating thereon the State and county code and serial number, the reason for suspending such case, and the serial number already entered in such column (2) or column (3). Two checking clerks working together shall make entries on NCR-6 as follows:
  - a. If an NCR-12 to which NCR-11, NCR-11a, and NCR-17 are attached has not been suspended because of an error on NCR-11 or NCR-11a or because of an incorrect transfer from NCR-11 to NCR-12 or from NCR-11a to NCR-17, enter "O.K." in column (1) of NCR-6 immediately to the left of the work sheet number.
  - b. If the name of the applicant on NCR-12 agrees with the name in either column (2) or (3) of NCR-6, enter the serial number of such NCR-12 in the upper right-hand corner in column (2) or (3) in which such name appears.
  - c. If the name of the applicant on NCR-12 does not agree with the name in either column (2) or (3) of NCR-6, and if an NCR-17 is attached to such NCR-12, enter the serial number of such

NCR-12 in the upper right-hand corner in column (2) of NCR-6, and enter a check mark (✓) in the upper right-hand corner of column (3), unless a serial number has already been entered.

- d. If the name of the applicant on NCR-12 does not agree with the name in either column (2) or (3) of NCR-6, and if an NCR-17 is not attached to such NCR-12, enter the serial number of such NCR-12 in the upper right-hand corner of column (3) of NCR-6, and place a check mark (✓) in the upper right-hand corner of column (2) unless a serial number has already been entered.
  - e. If the name of an applicant on NCR-12 agrees with the name shown in column (3) of NCR-6, or if the name of the applicant on NCR-12 does not agree with the name appearing either in column (2) or (3) of NCR-6, and a serial number has already been entered in column (2) of NCR-6, determine that the serial number in column (2) of NCR-6 is the same as the serial number appearing in line 9 of NCR-12. If no serial number appears in line 9 of NCR-12, enter in line 9 the serial number shown in column (2) of NCR-6.
  - f. Follow the steps set forth in the preceding subdivisions a to e, inclusive, for each block in NCR-15.
2. Check the bases, yields, and productivity indexes on forms NCR-12 and NCR-15 against the approved bases, yields, and productivity indexes on NCR-6 and the special crop listing sheets, following the instructions outlined in paragraph 2 of Section II of Part III of NCR-20, Revised.
  3. If an NCR-12 or NCR-15 for the landlord of a cotton farm or sharecropper farm is included in a county block and the NCR-12 or NCR-15 for the operator of such farm is not included in the county block, NCR-23 should be attached to the NCR-12 or NCR-15 for such landlord. If NCR-23 is missing, suspend such NCR-12 or NCR-15. Each NCR-12 or NCR-15 for an operator of a cotton farm or sharecropper farm should have attached thereto an NCR-17. If NCR-17 is not attached to an NCR-12 or NCR-15 for an operator, prepare and attach RF-4 to such NCR-12 or NCR-15.

#### IV. Instructions to Examining Clerks.

Except as otherwise provided in these instructions, the procedure set forth in NCR-20, Revised, shall be followed in connection with the examination of forms NCR-12 or



NCR-15 which cover cotton farms or sharecropper farms.  
In addition, the following determinations shall be made:

1. Determine that no unauthorized deletion has been made in any printed matter on NCR-17.
2. If there are any erasures or corrections on NCR-17, determine that such erasures or corrections have been initialed by the member of the county committee who signed in Section V of NCR-17 and by at least one other committeeman.
3. If entries appear in columns (f), (g), (h), and (i) of NCR-17, determine that the name of a special crop such as tobacco, sugar beets, or flax has been entered in the group heading over such columns.
4.
  - a. If an entry other than zero appears opposite the name of any applicant in column (b) of an NCR-17 which covers a cotton farm, determine that entries also appear in columns (c), (d), and (e) of NCR-17, opposite such name. Similarly, if an entry other than zero appears in column (f) of an NCR-17 which covers a cotton farm, determine that entries also appear in columns (g), (h), and (i) and if an entry other than zero appears in column (j) of an NCR-17 which covers a cotton farm, determine that entries appear in columns (k), (l), and (m).
  - b. If NCR-17 covers a sharecropper farm, no entries should appear in columns (e), (i), and (m).
  - c. An entry must appear in column (d) of NCR-17 if an entry other than zero appears in 1(b) or NCR-12 or the applicable block of NCR-15.
  - d. An entry must appear in column (h) of NCR-17 if an entry other than zero appears in 1(a), 1(c), or 1(d) of NCR-12 or the applicable block of NCR-15.
  - e. An entry must appear in column (l) of NCR-17 if an entry other than zero appears in 1(e) of NCR-12 or the applicable block of NCR-15.
5. Determine that, for each entry in column (n) of NCR-17, there are entries on the same line in columns (o) and (p) of NCR-17.
6. Determine that dates have been entered in the spaces provided therefor in Sections IV and V of NCR-17.
7. Determine that acceptable signatures appear in Sections III, IV, and V and in column (r) of Section II of NCR-17.

- a. All signatures must have been affixed with pen or pencil.
  - b. Signatures by mark must have been witnessed by at least one disinterested person.
8. Determine that the signatures in Sections IV and V are not those of any applicant named on NCR-17, and that the signatures in Sections IV and V are not those of the same person.
  9. The signature of each sharecropper in column (r) of NCR-17 should be identical with the typed name of such sharecropper in column (a) of NCR-17. Examples of acceptable and unacceptable differences between typed names and signatures appear in Part III of NCR-20, Revised.
  10. Determine the name of each sharecropper as such name should appear on the check issued as payment under NCR-17. If the signature of a sharecropper is in the style in which such name should appear on the check and is legible, such signature shall be used as a designation of the payee. If the signature is not in the style in which it should appear on the check, or if the signature is not legible, print the name on a slip of paper and staple such slip of paper over the signature of the sharecropper in such a manner that the signature will remain accessible. The names of payees as they should appear on checks are outlined in Part III of NCR-20, Revised.
  11. Initial each approved NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer."

V. Instructions to Review Clerks.

1. Examine all suspended forms NCR-17 to determine whether the suspensions are warranted. If the suspensions are warranted, initial RF-4 immediately beneath the signature of the examining clerk. If any suspension is not warranted, remove RF-4 upon approval of the person in charge and place NCR-17 in the proper place in the lot; initial such forms NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer."
2. Examine all other forms NCR-17, following the instructions to examining clerks set forth in Section IV of this Part III. Determine that none of such cases should have been suspended and that the names of the payees have been correctly designated. Correct such designation, if necessary, upon approval of the



person in charge. Initial each approved NCR-17 beneath the words "Schedule No." in the space headed "Certificate of Administrative Officer."

3. In States where the entry and computation work in connection with forms NCR-12 and NCR-15 covering cotton farms and sharecropper farms is handled in the Application Clearance Unit, prepare and attach to each NCR-12 or NCR-15 which covers a cotton farm or sharecropper farm an RF-4 indicating thereon "Cotton Farm" or "Sharecropper Farm", as the case may be. The serial numbers of such cases will be listed in Section III of RF-3 and such forms NCR-12 and NCR-15 will be handled in the same manner as suspended cases are handled.

#### PART IV - ENTRY

The instructions contained in this Part IV shall be followed by clerks in the Application Clearance Unit in States where the entry and computation work is to be handled in the Application Clearance Unit and by a designated clerk or group of clerks in the Entry Unit in all other States.

##### I. Instructions to Entry Clerks.

1. Prepare NCR-18 for each NCR-12 or NCR-15 to which an NCR-17 is attached. Do not prepare NCR-14 for an NCR-12 which covers a cotton farm or sharecropper farm except as herein-after provided. NCR-18 is in four parts.

Part I	- Percentage Sheet
Part II	- Soil Conserving Payments and Deductions
Part III	- Soil Building Payments
Part IV	- Grand Summary

Parts I, II, and IV will be used in every case where there is an NCR-17 present. Part III will be used whenever an entry appears in column (n) of NCR-17 and also in cases where no entry appears in column (n) of NCR-17 if either the landlord or operator executed an NCR-15, or if the NCR-12 or NCR-15 for the landlord is not included in the same county block with the operator's NCR-12 or NCR-15. When forms NCR-17 are attached to forms NCR-15, one set of forms NCR-18 will be used for each NCR-17. Use NCR-14 in preparing Part II of NCR-18. Strike the number "14" and insert the number "18A" after the words "Form NCR- ". Immediately below the words "August 25, 1936" in the upper left-hand corner, enter the words "Part II - Soil Conserving Payments". Strike the word "applicant" after the words "name of" in the second line in the upper right-hand corner and insert in lieu thereof the word "operator". If there are more applicants shown on NCR-17 than can be listed on

Parts I, III, or IV of NCR-18, leave the last line of such forms blank; prepare another sheet of the proper form, leaving the first line blank. Proceed in the same manner if more than two sheets are necessary.

2. Enter on each part of NCR-18 in the spaces provided therefor, the State and county code and serial number, the name of the operator, and the work sheet number. On Part II, enter the work sheet number above the title "Computation Sheet for One Farm" and encircle such entry.
3. Transfer the entries from NCR-17 to NCR-18 (Part I), using care to make such entries on the line of NCR-18 opposite the name of the owner, operator, or sharecropper whose name appears opposite such entries on NCR-17. If there are entries in column (b) and in column (f) or column (j), use the second block of columns (c) to (l), inclusive. If there are entries in all of such columns, use another sheet of NCR-18.
  - a. Transfer the names of the owner, operator, and sharecroppers from column (a) of NCR-17 to column (b) of NCR-18.
  - b. If NCR-17 is attached to an NCR-15, enter opposite the name of the operator in column (a) of NCR-18, the block number on NCR-15 to which NCR-17 relates.
  - c. If entries appear in columns (b) to (e), inclusive, of NCR-17, enter the word "cotton" in the group heading of columns (c) to (l), inclusive, of NCR-18 and transfer the entries from NCR-17 to NCR-18 as follows:

NCR-17

NCR-18

(1)	Transfer column (e) to	column (d)
(2)	" " (c) "	" (g)
(3)	" " (d) "	" (i)

- d. If entries appear in columns (f) to (i), inclusive, of NCR-17, and the words "tobacco", "sugar beets", or "flax" have been entered in the group heading over columns (f) to (i), inclusive, enter such words "tobacco", "sugar beets", or "flax", over columns (c) to (l), inclusive, of NCR-18 and transfer the entries from NCR-17 to NCR-18, as follows:

NCR-17

NCR-18

(1)	Transfer column (i) to	column (d)
(2)	" " (g) "	" (g)
(3)	" " (h) "	" (i)

- e. If entries appear in columns (j) to (m), inclusive, of NCR-17, enter the word "General" over columns (c) to (l), inclusive, using a second sheet of NCR-18 if necessary, and transfer the entries from NCR-17 to NCR-18 as follows:

<u>NCR-17</u>	<u>NCR-18</u>
(1) Transfer column (m) to	Column (d)
(2) " " (k) "	" (g)
(3) " " (l) "	" (i)

- f. Transfer the totals of columns (b), (f), and (j) of NCR-17 to the spaces provided therefor at the foot of the appropriate columns (g) of NCR-18.
- g. If zero has been entered in column (b), (f) or (j) of NCR-17 and an entry other than zero appears in the appropriate column in line 1 of NCR-12 or of the applicable block of NCR-15, prepare NCR-18 for the appropriate soil depleting base. Proceed as follows:
- (1) If NCR-17 covers a cotton farm, transfer entries in column (e), (i) or (m), whichever is applicable, to column (d) of NCR-18.
  - (2) If NCR-17 covers a cotton farm, transfer entries from column (d), (h) or (l), whichever is applicable, to column (j) of NCR-18.
  - (3) If NCR-17 covers a sharecropper farm, transfer entries from column (d), (h) or (l), whichever is applicable, to column (j) of NCR-18.
4. Transfer the entries from NCR-12 or the applicable block of NCR-15 to NCR-18A (Part II), following the instructions to entry clerks in Section I of Part IV of NCR-20, Revised. Do not make any entries below line 21 of NCR-18A. In transferring entries from a block of NCR-15 to NCR-18A, enter the block number immediately above the box heading of column (a) and encircle such entry.
5. Transfer the entries from NCR-12 or the applicable block of NCR-15 and from NCR-17 to NCR-18B (Part III). In making entries on NCR-18B, do not enter the names of all applicants until it is determined how many lines are necessary to list the data for all soil building practices for which each applicant receives a share of the payment. For example, if the owner receives a share of the payment to be made for three practices, list the data for the first of such practices opposite the name of the owner and list the data for the other two practices in the next two lines. Then, enter the name of the operator in the next line in column (b) and list the data for the practices for which the operator receives



a share of the payment in the line opposite such operator's name and in the succeeding lines. Proceed in the same manner to list data for practices for which each sharecropper receives a share of the payment.

- a. Transfer the names of the owner, operator, and sharecroppers from column (a) of NCR-17 to column (b) of NCR-18B.
- b. If NCR-17 is attached to an NCR-15, enter in column (a) of NCR-18B, opposite the name of the operator, the block number on NCR-15 to which NCR-17 relates.
- c. Transfer entries from NCR-12 or NCR-15 to NCR-18B as follows:

NCR-12  
or NCR-15

NCR-18B

- |     |               |    |                          |
|-----|---------------|----|--------------------------|
| (1) | Transfer 5(f) | to | first line of column (c) |
| (2) | " 6(f)        | "  | " " " " (d)              |

- d. Transfer entries from NCR-17 to NCR-18B as follows:

NCR-17

NCR-18B

- |     |                     |    |            |
|-----|---------------------|----|------------|
| (1) | Transfer column (n) | to | column (f) |
| (2) | " " (o)             | "  | " (h)      |
| (3) | " " (p)             | "  | " (j)      |

- e. After all entries have been made in columns (f), (h), and (j) of NCR-18B, enter in column (g) of NCR-18B the rate of payment per acre for the soil building practice shown on each line of column (f) of NCR-18B. The rate of payment per acre for each soil building practice will be found in NCR-B-2, Revised as of September 9, 1936.
6. Transfer the names of the owner, operator, and sharecroppers from column (a) of NCR-17 to column (b) of NCR-18C (Part IV). If NCR-17 is attached to NCR-15, enter in column (a) of NCR-18C, opposite the name of the operator, the block number on NCR-15 to which NCR-17 relates.
7. When NCR-17 is attached to NCR-15, perform the entry work on NCR-16, following the instructions contained in Part IV of NCR-20, Revised, except that:
  - a. A percentage figure shall not be entered in column (e) of Parts I, II, III, IV, or V of NCR-16 for the cotton farms or sharecropper farms shown on NCR-15.
  - b. No entries shall be made in columns (c) to (q), inclusive, of Part VI of NCR-16, for the cotton farms or sharecropper farms shown on NCR-15.

- c. No entries shall be made in columns (c) to (l), inclusive, of Part VII of NCR-16, for the cotton farms or sharecropper farms shown on NCR-15.
8. If an NCR-17 is not attached to an NCR-12, which covers a cotton farm or sharecropper farm, or to an NCR-15, one block of which covers a cotton farm or sharecropper farm, do not prepare NCR-18, NCR-18A, NCR-18B, or NCR-18C for such case.

## II. Instructions to Review Clerks.

1. Determine that the correct computation forms have been prepared for all forms NCR-12 or NCR-15 to which forms NCR-17 are attached.
2. Verify the entry work on all forms NCR-18 in the lot, following the instructions to the entry clerk contained herein. Follow the instructions to the review clerk, contained in Part IV of NCR-20, Revised, with reference to the correction of errors on NCR-18.

## PART V - COMPUTATION UNIT

The instructions in this Part V shall be followed by clerks in the Application Clearance Unit in States where entry and computation work in connection with Forms NCR-17 is performed in the Application Clearance Unit and by a designated clerk or group of clerks in the Computation Unit in all other States.

### I. Instructions to Computing Clerks.

1. Make the computations on NCR-18 (Part I). Proceed next to make the computations on NCR-18A (Part II), through line 21. Then make the computations on NCR-18B (Part III), and NCR-18C (Part IV), respectively. Except as otherwise provided in these instructions, the figures involved in any computation shall be taken from the same line as that for which the computation is being made.
2. Computations for NCR-18 (Part I) - Percentage Sheet.
  - a. If the NCR-18 is for a cotton farm, that is, if it covers a farm in Area "B" or "C" and an entry other than zero appears in either 1(b) or 10(b) of NCR-18A (Part II), obtain the entries for columns (e) and (f) of NCR-18 as follows:
    - (1) Add the entries in column (d). If the figure obtained does not agree with the figure already entered in the space provided for the total of column (d), check all entries in column (d) against the entries in column (e), (i), or (m) of NCR-17, whichever is applicable. If an error is detected, cross out the incorrect entry and enter the correct figure in the same space.



Note: If the total of column (d) is zero, do not perform any computations for Part I of NCR-18 except that the entries for columns (k) and (l) shall be obtained (items d(1) and d(2) of this paragraph 2) when NCR-17 covers a cotton farm.

- (2) Column (e) shall be obtained by dividing the individual entries in column (d) by the total of column (d).
  - (3) Column (f) shall be obtained by multiplying column (e) by 0.125.
  - (4) Do not perform the preceding steps (1) to (3), inclusive, if the farm covered by NCR-17 is a sharecropper farm.
- b. Column (h) shall be obtained by dividing the individual entries in column (g) by the entry in the space provided for the total of column (g).
  - c. Column (j) shall be obtained by multiplying column (h) by column (i).

Note: An entry will already have been made in column (j) in some cases. In such cases no entries will have been made in columns (g) and (h).

- d. If the NCR-18 is for a cotton farm, obtain the entries for columns (k) and (l), as follows:
  - (1) Column (k) shall be obtained by multiplying column (j) by 0.5.
  - (2) Column (l) shall be obtained by adding the entries in columns (c), (f), and (k).
  - (3) Do not perform the preceding steps (1) and (2), if the NCR-18 is for a sharecropper farm.
- e. Perform the computations outlined in paragraphs (a) to (d), inclusive, of this paragraph 2 for every soil depleting base listed on NCR-18.

### 3. Computations for NCR-18A (Part II).

Perform the computations for columns (a) to (f), inclusive, of NCR-18A through line 21, following the instructions to computing clerks in Section I of Part V of NCR-20, Revised. Do not make any entries or computations on NCR-18A below line 21.

### 4. Computations for NCR-18B (Part III) -- Soil Building Payments.

- a. The entry in the first line of column (e) shall be obtained by adding the entries in the first line of columns (c) and (d) and multiplying such sum by one dollar (\$1.00). If the

- b. Column (i) shall be obtained by multiplying column (g) by column (h), unless the practice number in column (f) is (m), in which case enter in column (i) the smaller of the amounts obtained by:
  - (1) Multiplying the number of feet to the right of the practice number by \$.004, or
  - (2) Multiplying the number of acres in column (h) by the rate per acre in column (g).
- c. Column (k) shall be obtained by multiplying column (i) by column (j).
- d. Enter in column (l) opposite the name of each applicant the sum of the entries in column (k) for such applicant.
- e. Add the entries in column (l) and enter the total in the space provided therefor.
- f. Determine whether the entry in column (e) is equal to, greater than, or less than the total of column (l).
  - (1) If the entry in column (e) is less than the total of column (l), obtain the entries in columns (m) and (o) as follows:
    - (a) The entry in the first line of column (m) shall be obtained by dividing the entry in the first line of column (e) by the total of column (l).
    - (b) Column (o) shall be obtained by multiplying the individual entries in column (l) by the entry in the first line of column (m).
  - (2) If the entry in column (e) is equal to or greater than the total of column (l), obtain the entry in column (m) and the entries in column (n) for the landlord, if any, and the operator, if such operator executed an NCR-15, as set forth in the preceding item (1). Then transfer all entries in column (l) to column (o).
  - (3) If the total of column (l) is zero, obtain entries for column (n) for the landlord, if any, and for the operator, if such operator executed an NCR-15. Proceed as follows:
    - (a) If there is a landlord on the cotton farm or sharecropper farm, multiply the entry in column (e) by 50.0 and enter the result in column (o) opposite the names of the tenant and landlord.
    - (b) If the operator of the cotton farm or sharecropper farm is also the owner, transfer the entry in column (e) to column (o) on the line opposite such operator's name.

5. Computations for NCR-18C (Part IV). Grand summary.

a. Transfer the entries from NCR-18A to NCR-18C as follows:

	<u>NCR-18A</u>	<u>NCR-18C</u>
(1)	Transfer 14(a) to the heading over columns (c) and (d)	
(2)	" 14(b) " " " " " (e) and (f)	
(3)	" 14(c) " " " " " (g) and (h)	
(4)	" 14(d) " " " " " (i) and (j)	
(5)	" 14(e) " " " " " (k) and (l)	
(6)	" 18(f) " " " " " (o)	
(7)	" 21(f) " " " " " (t)	

If there is no entry in 14(a), 14(b), 14(c), 14(d), 14(e), 18(f), or 21(f) or if any of such entries is zero, enter a zero in the corresponding column heading of NCR-18C.

- b. The "Percentage of Payment to Applicant" to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be transferred from NCR-18, (Part I). If a zero has been entered in the heading over any of the columns of NCR-18C, there will be no entries in the column headed "Percentage of Payment to Applicant". If the farm covered by NCR-17 is a cotton farm, the percentage to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be taken from column (l) of NCR-18. If the farm covered by NCR-17 is a sharecropper farm, the percentage to be entered in columns (c), (e), (g), (i), and (k) of NCR-18C shall be taken from column (j) of NCR-18. If an applicant is entitled to receive different shares of the same crop, for example, if he is entitled to receive 40% of the cotton crop on 50 acres and 50% of the cotton crop on an additional 30 acres on the farm, the data for such applicant will be entered on two lines on NCR-18. In such cases, the percentages for such applicant shown in columns (j) or (l) of NCR-18 shall be added and entered on NCR-18C as a single entry
- c. Column (d) shall be obtained by multiplying the tobacco payment shown in the heading of column (d) by column (c).
- d. Column (f) shall be obtained by multiplying the cotton payment shown in the heading of column (f) by column (e).
- e. Column (h) shall be obtained by multiplying the sugar beet payment shown in the heading of column (h) by column (g).
- f. Column (j) shall be obtained by multiplying the flax payment shown in the heading of column (j) by column (i).
- g. Column (l) shall be obtained by multiplying the general payment shown in the heading of column (l) by column (k).
- h. Column (m) shall be obtained by adding the entries in columns (d), (f), (h), (j), and (l).



- i. Obtain the total of column (m).
- j. Examine the entry in the heading of column (o).
  - (1) If such entry is not zero
    - (a) Column (n) shall be obtained by dividing the entry in each line of column (m) by the total of column (m).
    - (b) Column (o) shall be obtained by multiplying the amount shown in the heading of column (o) by column (n).
    - (c) Column (p) shall be obtained by subtracting from column (m), the entries in column (o).
  - (2) If such entry is zero, obtain the entries in column (n) for the landlord, if any, and for the operator if such operator executed an NCR-15, as set forth in the preceding item (1). Then transfer all entries in column (m) to column (p). If the total of column (m) is zero, the entry in column (n) for the landlord, if any, and for the operator if such operator executed an NCR-15, shall be the figure obtained by dividing 100.0 by the number of persons listed in column (b) of NCR-18C.
- k. Enter in column (q) the entries shown in column (o) of NCR-18B.
- l. Column (r) shall be obtained by adding the entries in columns (p) and (q).
- m. Examine the entry in the heading of column (t).
  - (1) If such entry is not zero
    - (a) Column (s) shall be obtained by dividing the entry in each line of column (r) by the total of column (r).

Note: If the total of column (r) is zero, the entry in column (s) for the landlord, and for the operator if such operator executed an NCR-15, shall be the percentage in column (d), (h), or (l) of NCR-17 for the crop for which the largest total appears at the foot of column (b), (f), or (j), respectively, of NCR-17.
  - (b) Column (t) shall be obtained by multiplying the amount shown in the heading of column (t) by column (s).

- (c) Column (u) shall be obtained by subtracting from column (r) the entries in column (t).
- (2) If such entry is zero
  - (a) Make no entries in columns (s) and (t).
  - (b) Enter in column (u) the entries in column (r).
- n. Do not make entries in column (v) and (w) at this time.
- 6. If NCR-17 is not attached to an NCR-12 which covers a cotton farm or sharecropper farm, or to an NCR-15, one block of which covers a cotton farm or sharecropper farm, there should appear in line 9 of such NCR-12 or of the applicable block of such NCR-15 the serial number of the NCR-12 or NCR-15 to which the NCR-17 covering such farm is attached.
  - a. If the NCR-12 or NCR-15 to which NCR-17 is attached is included in the same county block, the lot number of the lot in which such NCR-12 or NCR-15 is included should appear in the left-hand margin of the NCR-12 or NCR-15 to which NCR-17 is not attached.
  - b. If the NCR-12 or NCR-15 for the landlord of a cotton farm or sharecropper farm is included in a county block and the NCR-12 or NCR-15 for the operator of such farm is not included in such county block, an NCR-23 should have been attached to the NCR-12 or NCR-15 for the landlord.
  - c. If the NCR-12 or NCR-15 for the operator of a cotton farm or sharecropper farm is included in a county block and the NCR-12 or NCR-15 for the landlord of such farm is not included in such county block, prepare NCR-23, Revised, in duplicate, for the operators NCR-12 or NCR-15, making entries in column (c) of such NCR-23, Revised, in accordance with the references in column (b) of such form. Attach NCR-23, Revised, to the NCR-18 which was prepared for such case. (A sample copy of NCR-23, Revised, is attached at the end of this Part V).
- 7. For each block of NCR-15 which covers a cotton farm or sharecropper farm, make the following transfers from NCR-18, NCR-18A, NCR-18B, and NCR-18C to NCR-16, Parts I to VII, inclusive.
  - a. If the NCR-18 is for a cotton farm, transfer column (1) of NCR-18 to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is applicable, except when there is a deduction for excess acres of tobacco, cotton or crops in the general soil depleting base, in which case, transfer the entry in column (s) of NCR-18C to column (e) of NCR-16, Part I, II or III, whichever is applicable. If there is an excess acreage of sugar beets or flax on a cotton farm, transfer column (1)



of NCR-18 to column (e) of NCR-16B, but in computing the entry for column (k) of NCR-16B, multiply the entry in column (j) of NCR-16B by the entry in column (s) of NCR-18C.

- b. If the NCR-18 is for a sharecropper farm, transfer column (j) of NCR-18 to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is applicable, except when there is a deduction for excess acres of tobacco, cotton, or crops in the general soil depleting base, in which case transfer the entry in column (s) of NCR-18C to column (e) of NCR-16, Part I, II or III, whichever is applicable. If there is an excess acreage of sugar beets or flax on a sharecropper farm, transfer column (j) of NCR-18 to column (e) of NCR-16B but in computing the entry for column (k) of NCR-16B, multiply the entry in column (j) of NCR-16B by the entry in column (s) of NCR-18C.
  - c. If there are two percentages for an applicant on successive lines on column (j) or (l) of NCR-18, add such percentages and transfer the total to column (e) of NCR-16, Part I, II, III, IV, or V, whichever is applicable.
  - d. Transfer 15(f) of NCR-18A to column (m) of NCR-16, Part VI.
  - e. Transfer 16(f) of NCR-18A to column (n) of NCR-16, Part VI.
  - f. Transfer column (n) of NCR-18C to column (o) of NCR-16, Part VI.
  - g. Transfer column (l) of NCR-18B to column (l) of NCR-16, Part VII.
  - h. Transfer column (n) of NCR-18B to column (g) of NCR-16, Part VII.
  - i. When NCR-17 is not attached to an NCR-15, one block of which covers a cotton farm or sharecropper farm, obtain the entries for NCR-16 from the copy of NCR-23 or NCR-23, Revised, which was prepared for the NCR-12 or NCR-15 to which NCR-17 is attached.
8. After the necessary transfers from NCR-18, NCR-18A, NCR-18B and NCR-18C to NCR-16 have been made, perform the computations on NCR-16 in accordance with instructions in Section II of Part V of NCR-20, Revised.
9. When the percent of administrative expenses for the county has been determined, obtain entries for columns (v) and (w) as follows:
- a. Enter in the heading of column (v) of NCR-18C in the space provided therefor the percent of administrative expenses.
  - b. Column (v) of NCR-18C shall be obtained by multiplying column (u) by the percentage figure in the heading of column (v).
  - c. Column (w) shall be obtained by subtracting from column (u) the entries in column (v).

## II. Instructions to Review Clerks.

1. Verify the computations on NCR-18 (Part I), as follows:

- a. Add the entries in column (d). If the result obtained does not equal the figure entered in the last line of column (g), verify the total of columns (b), (f), or (j) of NCR-17, depending upon the name of the soil depleting base for which computations have been made on NCR-18.
  - b. Add the entries in columns (e), (f), (j), (k) and (l). If the total obtained for any column differs from the printed total in the last line of such column by more than 0.10, verify the computations made to obtain the entries in such column.
2. Verify the computations on NCR-18A following the instructions to computing clerks in Section I of Part V of NCR-20, Revised.
  3. Verify the computations on NCR-18B as follows:
    - a. Add the entries in columns (k) and (l). If the total of these two columns do not agree, recompute all entries in column (l).
    - b. Add the entries in column (o). If the result obtained differs by more than \$0.10 from the total of column (l) or the entry in the first line of column (e), whichever is smaller, recompute all entries in columns (m) and (o).
  4. Verify the computations on NCR-18C as follows:
    - a. Add the entries in column (p). If the result obtained differs from 19(f) of NCR-18A by more than \$0.10, proceed as follows:
      - (1) Verify the transfers of entries from 14(a), 14(b), 14(c), 14(d) and 14(e) to the group headings over columns (c) and (d), (e) and (f), (g) and (h), (i) and (j), and (k) and (l), respectively. If an error is found, correct such error and recompute all entries in the appropriate column.
      - (2) Add the entries in columns (d), (f), (h), (j), and (l). If the result obtained for any column differs from the entry in the group heading over such column, verify all transfers from NCR-18 to column (c), (e), (g), (i), or (k), whichever is applicable, and recompute the entries in column (d), (f), (h), (j), or (l), whichever is applicable.
      - (3) Verify the entries in column (m). Correct the entries in column (m), if necessary.
      - (4) Add the entries in column (m). Correct the total, if necessary.
      - (5) Verify the entry in the heading of column (o) by checking against the entry in 18(f) of NCR-18A. Correct such entry, if necessary.
      - (6) If the entry in the heading of column (o) is zero, verify the transfers of entries from column (m) to column (p).

- (7) If the entry in the heading of column (o) is not zero,
    - (a) Add the entries in column (o). If the result obtained differs from the entry in the heading of such column by more than \$0.10, recompute all entries in columns (n) and (o).
    - (b) Verify the entries in column (p). Correct such entries, if necessary.
  - (8) If an error is found in any of the preceding steps 1 to 7, inclusive, correct subsequent operations which are affected by such error.
- b. Add the entries in columns (q) and (r). If the total of column (r) differs from the sum of the totals of columns (p) and (q), verify all entries in column (r).
  - c. Add the entries in column (t). If the result obtained does not equal the entry in the heading of column (t), verify all entries in columns (s) and (t).
  - d. Add the entries in column (u). If the result obtained does not equal the figure obtained by subtracting from the total of column (r) the total of column (t), verify all entries in column (u).
5. When computations have been made in columns (v) and (w) of NCR-18C, verify such computations as follows:
  - a. Obtain totals for columns (u), (v), and (w).
  - b. Multiply the total of column (u) by the percentage figure entered in the heading of column (v). If the result differs from the total of column (v) by more than \$0.10, verify all entries in column (v).
  - c. Subtract from the total of column (u) the total of column v. If the result differs from the total of column (w) by more than \$0.10, verify all entries in column (w). If no error is found and it appears that the difference is due to rounding fractions, adjust the highest figure in column (w) by the amount of the difference.
6. For each block of NCR-15 which covers a cotton farm or sharecropper farm, verify the transfers from NCR-18, NCR-18A, NCR-18B, and NCR-18C, or from NCR-23, as the case may be, to NCR-16, following the instructions to the computing clerk in Section I of this Part V.
7. After all computations have been verified on NCR-18, NCR-18A, NCR-18B and NCR-18C, execute the certificate of administrative officer on NCR-17, following instructions in Part V, Section VII, paragraph 3 of NCR-20, Revised.



Form NCR-23, Revised  
U. S. Department of Agriculture  
Agricultural Adjustment Administration  
North Central Region

Record of Data for  
Landlord of Cotton  
Farm or Sharecropper  
Farm.

(State and County Code)

(Operator's Serial No.)

(Work Sheet No.)

(Name of Landlord)

(a)	Data Obtained From (b)	Amount (c)	Transfer Data To (d)
Cotton percentage	Col. (j) or (1) NCR-18 1/		Col. (e) NCR-16, Part III
percentage	Col. (j) or (1) NCR-18 1/		Col. (e) NCR-16, Part
General Percentage	Col. (j) or (1) NCR-18 1/		Col. (e) NCR-16, Part I
Minimum S. C. acreage	Col. 15 (f) NCR-18A		Col. (m) NCR-16, Part VI
1936 S. C. crops	Col. 16 (f) NCR-18A		Col. (n) NCR-16, Part VI
Ratio - deficiency of S. C. acres	Col. (n) NCR-18C		Col. (o) NCR-16, Part VI
Ratio - excess acres	Col. (s) NCR-18C		Col. (e) NCR-16, Part I, II, or III
Computed Class II Payment	Col. (1) NCR-18B		Col. (1) NCR-16, Part VII
Soil-building allowance	Col. (n) NCR-18B		Col. (g) NCR-16, Part VII
Gross payment	Col. (u) NCR-18C	2/	
% Administrative expenses	Col. (v) NCR-18C	2/	
Net payment	Col. (w) NCR-18C	2/	

Use Col. (j) for sharecropper farms and Col. (1) for cotton farms.  
Transfer items 10, 11, and 12 to the blank spaces in the certificate of the administrative officer  
on the NCR-12 for the landlord.





FEB 25 1937

NCR-20, Revised

Issued February 9, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
North Central Division

PART I - ACCEPTANCE UNIT

(Operation No. 1)

The Acceptance Unit will consist of one or more responsible persons who shall determine whether the Forms NCR-12 or NCR-15 included in each transmittal accurately reflect the basic data taken from NCR-6 and the data relative to performance on farms covered by such Forms NCR-12 or NCR-15, and whether such forms have been prepared, signed, and certified in such a manner as to warrant their acceptance for a determination of the amount of payment to be made in connection therewith.

In some States, Forms NCR-11 are being transmitted to the State office separately from Forms NCR-12 or NCR-15. In other States, Forms NCR-11 are received attached to Forms NCR-12 or NCR-15. In States where Forms NCR-12 and NCR-15 are received without the corresponding Forms NCR-11 attached, the Acceptance Unit shall spot-check bases, yields, and productivity indexes in Section II of Forms NCR-12 and NCR-15 against approved bases, yields, and productivity indexes on NCR-6 and special crop listing sheets; spot-check signatures on Forms NCR-12 and NCR-15 against typed names on such forms and against typed names on NCR-13; and spot-check to determine that addresses have been entered in Section I of Forms NCR-12 and NCR-15. Where tobacco is grown in a county, spot-check to determine that the name of the type of tobacco is entered in the appropriate spaces on NCR-12 and NCR-15.

In States where Forms NCR-12 and NCR-15 are received with Forms NCR-11 attached, the following determinations, in addition to the preceding spot-checks, shall be made in connection with a sample of Forms NCR-11.

1. If 6(b) of Table II is equal to or less than 15(b) of Table I, 16(b) of Table I must be zero.
2. If 17(b) of Table I is less than 6(b) of Table II, 27(b) of Table I must be zero.
3. If 16(b) of Table I is not zero, 17(b) of Table I must not exceed 6(b) of Table II.
4. If 27(c) of Table I is less than 27(b) of Table I, 16(c) of Table I must be zero.

5. 27(c) must not exceed 27(b).

6. If 16(c) of Table I is not zero, 27(c) of Table I must equal 27(b) of Table I.

If the examination and spot-check of Forms NCR-12, NCR-15, and related forms reveal that any considerable number of errors were made in the execution of such forms, the transmittal should not be accepted, but should be returned to the county. The county committee should be requested to recheck computations on NCR-10, transfers from NCR-10 to NCR-11, and transfers from NCR-11 to NCR-12 or NCR-15. The attention of the county committee should be called to the types of errors appearing on the various forms.

In the event that a transmittal of Forms NCR-12 or NCR-15 is returned to the county, stamp or write the word "rejected" and the date of such rejection on the first sheet of the original and the first sheet of the copy of NCR-13 for such transmittal. File the copy of such NCR-13 in a "Rejected Transmittals" file in the Acceptance Unit and return the original of such NCR-13 to the county committee with the Forms NCR-12 or NCR-15 and related forms. Request the county committee to prepare a new set of Forms NCR-13 when resubmitting the rejected transmittal.

If the examination and spot-check of Forms NCR-12, NCR-15, and related forms do not reveal any errors in such forms, stamp or write the word "accepted" and the date of acceptance below the form number on the first sheet of the original and the first sheet of the copy of NCR-13. Such acceptance shall be initialed by the person in charge of the Acceptance Unit. File the copy of NCR-13 in an "Accepted Transmittals" file in the Acceptance Unit and release the original of NCR-13, the Forms NCR-12, NCR-15, and related forms to the Receiving and Files Unit.

If the examination and spot-check of Forms NCR-12, NCR-15, and related forms do not reveal a sufficient number of errors to warrant returning the transmittal to the county, prepare and attach RF-4 to each NCR-12 or NCR-15 in connection with which an error is found.

In States where Forms NCR-12 and NCR-15 are received with Forms NCR-11 attached, spot-check to determine that Forms NCR-11 for the farms covered by the Forms NCR-12 and NCR-15 in a transmittal are included in such transmittal or are on file in the State office. If such spot-check reveals that any considerable number of Forms NCR-11 have not been received in the State office, the transmittal of Forms NCR-12 and NCR-15 should be held in the Acceptance Unit and the county committee should be notified to forward Forms NCR-11 immediately. In States where Forms NCR-11 are forwarded to the State office separately from Forms NCR-12 or NCR-15, this spot-check need not be made if it is known that all Forms NCR-11 for the county have been received.

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART II - RECEIVING AND FILES UNIT

(Operation No. 2)

The personnel of the Receiving and Files Unit shall consist of receiving clerks, record clerks, and file clerks. All clerks in this unit shall use lead pencil.

I. Instructions to Receiving Clerks.

1. When Forms NCR-11, NCR-12, and NCR-15 are received, stamp on the back of such forms the date of receipt.
  - a. When Forms NCR-11 are received attached to Forms NCR-12 and NCR-15, do not detach such forms.
  - b. When Forms NCR-11 are received separately from Forms NCR-12 and NCR-15, forward such forms to
    - (1) The Statistics Section if the additions on such forms are to be checked in that section, or
    - (2) The Examination Unit if the additions on such forms are to be checked by the first checking clerk in that unit.

NOTE: The work of the first checking clerk in the Examination Unit may be performed either in the Examination Unit or in the Statistics Section, depending on conditions in the State office.

2. Two clerks working together shall check the serial numbers and the names of the applicants on Forms NCR-12 and NCR-15 against the serial numbers and names listed on NCR-13. Enter a check mark (✓) in the left-hand margin of NCR-13 opposite each serial number for which there is in the transmittal an NCR-12 or NCR-15 with a corresponding serial number.
  - a. If an NCR-12 or NCR-15 is received and the serial number of such form is not listed on NCR-13, enter on NCR-13 such serial number and the name of the applicant. Initial NCR-13 to the right of the serial number. When a correction is made on NCR-13 with respect to an NCR-12 or NCR-15 prepare RF-5 and enter on such RF-5 in columns (a), (b), and (c), the information shown on such NCR-13 before correction and enter on the same line in columns (d), (e), and (f), the information shown on NCR-13 after correction.



- b. If an NCR-12 or NCR-15 is missing for a serial number which is listed on NCR-13, draw a line through the serial number and all data opposite such serial number, and initial the deletion. Indicate in columns (a), (b) and (c) of RF-5 the information shown on NCR-13 and on the same line in columns (d), (e), and (f) of such RF-5 enter the words "application not in transmittal".
- c. When any Forms NCR-12 or NCR-15 from one county have the same serial number, refer such forms to the person in charge, who will determine whether they refer to the same farm or to different farms. If it appears that such forms have been executed by the same person and cover the same farm, prepare and attach RF-4 to each such NCR-12 or NCR-15. If it is determined that such Forms NCR-12 or NCR-15 refer to different farms, the person in charge shall assign new serial numbers to such Forms NCR-12 or NCR-15. The first serial number so assigned to an NCR-12 in a county shall be 8001; to an NCR-15, 9001; to an NCR-12 or NCR-15 which bears the notation "cotton farm" or "sharecropper farm" in line 9 of Section II, 9501. The person in charge shall assign subsequent serial numbers consecutively and shall maintain a record of serial numbers so assigned for each county. Enter such new serial numbers on NCR-13 and on the appropriate NCR-12 or NCR-15 and related forms, and indicate on RF-5 the original and the new serial numbers and the name of the applicant.
- d. If the State and county code has not been entered on an NCR-12 or NCR-15, and related forms, make such entry. If a serial number has not been entered on an NCR-12 or NCR-15, determine from NCR-13 the correct serial number for such form and enter such serial number in the space provided therefor.
- e. If an NCR-12 or NCR-15 is received and the State and county code and serial number are missing from such NCR-12 or NCR-15 and also from NCR-13, assign a serial number to such NCR-12 or NCR-15 as set forth in paragraph c, supra, entering the State and county code and serial number on NCR-13, and on such NCR-12 or NCR-15. Enter such data on RF-5.
- f. After all the corrections made on the Forms NCR-13 in a transmittal have been entered on RF-5, transmit such RF-5 to the Application Clearance Unit.
- g. A list of persons indebted to the United States Government will be furnished each State office. Such list will consist of the names of persons who received payment in excess of that due them under commodity contracts which they executed with the Secretary of



Agriculture and the names of certain persons who are indebted to the Farm Credit Administration and other Federal lending agencies. Such list will be arranged alphabetically by counties. Check Forms NCR-13 for a county against the appropriate county list to determine whether any such persons have made application for payment under the 1936 Agricultural Conservation Program. If information is received indicating that a person who is indebted to the United States Government has moved from one county to another, check Forms NCR-13 from the county to which such person has moved to determine whether such person has made an application for payment. If there appears on NCR-13 the name of a person indebted to the United States Government, prepare and attach RF-4 to the NCR-12 or NCR-15 executed by such person. If evidence on file in the State office indicates that a person whose name appears on the refund list has made the necessary refund, a memorandum to that effect should be attached to the NCR-12 or NCR-15 executed by such person. This memorandum should be addressed to the General Accounting Office and should be prepared for the signature of the Chairman of the State committee.

3. Arrange in serial number order all Forms NCR-12, NCR-15, and related forms in the transmittal.
4. The person in charge shall assign priority block number 1 to the first transmittal of Forms NCR-12 and NCR-15 accepted. Subsequent transmittals from the various counties shall be numbered consecutively in the order of receipt of such transmittals, without regard to county codes. For example, if the first transmittal accepted is from Washington County, it shall be assigned priority block No. 1; if the second transmittal accepted is from Jefferson County, it shall be assigned priority block No. 2. Enter the assigned priority block number in the upper right-hand corner of the first page of NCR-13.
5. The person in charge shall keep a record of the priority block numbers assigned and the lot numbers included in each county block. This record shall be referred to as the "Priority Block Number Register".
6. Place NCR-13 on top of the Forms NCR-12, NCR-15, and related forms in the transmittal and release the county block to the record clerk.

## II. Instructions to Record Clerks.

1. Before any county blocks are received in the Receiving and Files Unit, prepare an RF-1 for each county in the State.

2. Upon receipt of a county block from the receiving clerk, divide such county block into lots of not more than 100 Forms NCR-12 or NCR-15. Insofar as is possible Forms NCR-12 from the same minor civil division should be placed in the same lot. Prepare RF-2 in triplicate. Assign the first lot from a county the No. 1 and number subsequent lots from such county consecutively. Enter in the appropriate spaces in the upper right-hand corner the priority block number assigned to the transmittal, the State and county code, and the lot number assigned to such lot. If the county block in which the lot is included represents the final transmittal from a county, enter the words "Final transmittal" above the title of the RF-2. Immediately beneath the title of the form enter the name of the State and the name of the county. Enter in the next line in the first space the number of lots in the county block and enter in the next two spaces the first and last numbers of the lots in such county block. Enter in Section I of RF-2 the serial numbers included in such lot. In listing serial numbers in Section I of RF-2, either (1) enter the first and last serial numbers and list the serial numbers of missing applications; for example, 101-200, inclusive, except Nos. 157, 168, and 193; or (2) list the serial numbers of the applications which are present, whichever is the more practicable. Enter in the last line in Section I of RF-2 in the space provided therefor, the total number of Forms NCR-12 and NCR-15 in the lot.
3. For each lot make entries on RF-1 as follows: enter in column (a) the priority block number; enter to the left of the priority block number the letters "F.P." signifying that such county block will be paid full payment rather than 90 percent payment (the letters "F.P." should be entered to the left of priority block numbers for all blocks not paid before the change to full payment procedure); enter in column (b) the lot numbers of the lots in the county block; enter in column (c) the date of preparation of Forms RF-2; enter in column (i) the total number of Forms NCR-12 and NCR-15 in each lot. Obtain a total for column (i) for each county block, entering such total in red pencil immediately below the last entry in column (i) for such county block. In the case of a subsequent transmittal or a request for the Application Clearance Unit for the assignment of a lot number, consult RF-1 before assigning such lot numbers and then assign the next succeeding numbers. In the case of a lot originating in the Application Clearance unit, enter in column (b) of RF-1 the lot number assigned. At the same time on the same line, enter in columns (a), (c), (d), (e), (f), (i), and (k), if the lot consists of cases suspended in the Application for Payment Section, the letters "A.P.S.", and if the lot consists of cases suspended by the General Accounting Office, the letters "G.A.O."



4. Sign and enter the date in the spaces provided therefor in Section III of the original and the two copies of each RF-2 and release the originals and first copies of all Forms RF-2 and all Forms NCR-12, NCR-15 and related forms to the file clerk, by county blocks.
5. Place the original of each set of Forms NCR-13 from a county in a folder to be used as a permanent record of Forms NCR-12 and NCR-15 received. Place the second copies of Forms RF-2 in a separate folder. File the folder containing the second copies of the Forms RF-2 and the folder containing the originals of all Forms NCR-13 in a file labeled "Control Record". Such control record shall be arranged by counties. The records for each county shall be arranged in the following order:
  - a. RF-1, if such form is not kept in a loose leaf binder.
  - b. Folder containing the originals of all Forms NCR-13.
  - c. Folder containing Forms RF-2 in consecutive order.
6. Each unit which releases a county block or lot will prepare RF-3. One copy of RF-3 will be forwarded to the unit receiving such county block or lot. The original RF-3 will be signed by the person designated in the unit receiving the county block or lot and will be transmitted to the record clerk. From the date on such RF-3 enter on the RF-1 for such county the date of release of the county block or lot to each unit. For example, the date of release of a county block or lot to the Examination Unit is to be entered in column (d) of RF-1. File the RF-3 from which such date is taken in a separate file. The first copy of each RF-2 showing the serial numbers of cases suspended in the first three units will be returned from the Examination Unit to the record clerk. File such copies of RF-2 in the control record in place of the second copies and destroy such second copies. When the original of RF-2 is received from the Payment Schedule Unit, file such original RF-2 in place of the first copies and destroy such first copies. If any Forms NCR-12 or NCR-15 were suspended in the Entry, Computation or Payment Schedule Units such cases will be listed on the original RF-2. When the RF-3 showing the release of a county block to the General Accounting Office is received by the record clerk, enter in column (h) of RF-1 the date shown on such RF-3, enter in column (j) the number of Forms NCR-12 and NCR-15 released to the General Accounting Office, and enter in column (k) the total number of suspensions in the Application for Payment Section. The entry in column (i) for each lot must be equal to the sum of the entries in columns (j) and (k) for such lot.

7. The Application Clearance Unit will prepare RF-3, listing the serial numbers of all Forms NCR-12 and NCR-15 which were suspended by the General Accounting Office. The original of such RF-3 will be forwarded to the record clerk. Enter in Section IV of the appropriate RF-3 the serial numbers of the cases suspended by the General Accounting Office as shown on such RF-3. For each lot enter in column (1) of the appropriate RF-1 the total number of cases suspended by the General Accounting Office.
8. After payments have been made in connection with Forms NCR-12 or NCR-15 included in a lot, a copy of ACP-22 accompanied by copies of ACP-13 B, ACP-13 (Revised), or ACP-13C, will be transmitted to the State office by the Disbursing Office of the Treasury Department. From the information shown on ACP-22 enter on the appropriate RF-1 in columns (m) and (n) the Disbursing Office Voucher number and the date paid, respectively. Release ACP-22 and the copies of ACP-13B, ACP-13 (Revised), or ACP-13C to the Accounting Section.
9. When suspended cases are cleared in the Application Clearance Unit, such cases will be released by lots directly to the Payment Schedule Unit. A lot in such instances will consist of as many cases from the same county, not in excess of 100, as can be conveniently cleared at one time. The Application Clearance Unit will prepare RF-2 in duplicate for such lot and will forward the copy of such RF-2 to the record clerk. Enter on the appropriate RF-1 in column (g) the date shown on such RF-2. File the copy of RF-2 in the appropriate place in the control record. When the original of such RF-2 is received from the Payment Schedule Unit, file such original in the control record and destroy the copy.
10. When Forms RF-2 listing final payment lots are received from the Payment Schedule Unit, enter in column (b) of RF-1 for the appropriate county the lot numbers entered on such Forms RF-2. Enter in column (g) the date of preparation of such Forms RF-2. Enter in column (i) the number of cases in each lot. When the RF-3 showing the release of such lots to the General Accounting Office is received, make appropriate entries in columns (h) and (j).
11. Upon receipt of an RF-6, original and first copy, determine whether the requested material is a Form NCR-11, NCR-12, NCR-14, NCR-15, NCR-16, NCR-17 NCR-18, or other form.
  - a. If the material requested is an NCR-12 or NCR-15, determine from the control record whether such form has been received, and if received, determine the location of such form.



- (1) If such form is in the Receiving and Files Unit, or in the Examination Unit, withdraw it from its place in the lot and insert in its place the original RF-6. Attach to the form requested the copy of such RF-6 and forward them to the person making such request. When the person who has requested such form has completed his examination thereof, he will return such form, together with the copy of RF-6 to the record clerk. Upon receipt of such form and the attached copy of RF-6, determine whether the lot in which such form was included has been released to another unit or is still in the same unit. If such lot has been released to another unit, forward such form together with the attached copy of RF-6 to the Application Clearance Unit. If such lot has not been released to another unit, return the form which was requested to the appropriate lot and destroy both the original and copy of RF-6. Any unfinished operations on such form in such unit shall be completed before such lot is released to the next unit.
  - (2) If the requested NCR-12 or NCR-15 is in the Entry Unit, the Computation Unit, or the Payment Schedule Unit, withdraw such form and any forms attached thereto from the lot. Enter in Section II of the RF-2 accompanying the lot and in Section II of the appropriate RF-2 in the control record the serial number of such NCR-12 or NCR-15. Prepare RF-4 for such case, noting on the copy of RF-6 "Return to Application Clearance Unit!". Attach such RF-4 to the original RF-6 and forward them to the Application Clearance Unit. Attach to the form requested the copy of RF-6 and forward them to the person making such request. When the person who has requested such form has completed his examination, he will forward such form, together with the attached copy of RF-6, to the Application Clearance Unit.
- b. If the material requested is an NCR-14, NCR-16, or NCR-18, determine the location of such form.
- (1) If the copy of such form is in the files of the Receiving and Files Unit, withdraw it, leaving in its place the original RF-6. Upon return of the form by the person who requested it, return such form to its proper place in the files and destroy both the original and copy of RF-6.
  - (2) If the requested NCR-14, NCR-16, or NCR-18 is in the Statistics Section, obtain such form and leave in its place the original RF-6. If the data from such form have not been recorded in the Statistics Section,

note on the copy of RF-6 that the requested form is to be returned to the Statistics Section for the recordation of data therefrom. When an NCR-14, NCR-16, or NCR-18 with the copy of RF-6 attached thereto, is returned, forward them to the Statistics Section. If the data from such form have been recorded in the Statistics Section, upon return of such form with the copy of RF-6 attached thereto from the person who requested it, forward them to the file clerk in the Receiving and Files Unit. The file clerk will place the NCR-14, NCR-16, or NCR-18 in its proper place in the file and destroy both the original and the copy of RF-6.

- (3) If such form is located in the Entry, Computation, or Payment Schedule Unit, follow instructions outlined under preceding paragraph a, withdrawing from the lot the requested NCR-14, NCR-16, or NCR-18, and related forms.

c. If the material requested is an NCR-11 or NCR-11a, determine the location of such form.

- (1) If such NCR-11 or NCR-11a is in the Statistics Section, withdraw such form and leave in its place the original RF-6. Attach to the withdrawn form the copy of RF-6 and forward them to the person making such request. When the NCR-11 or NCR-11a is returned, forward it together with the copy of RF-6 attached thereto to the Statistics Section.
- (2) If such NCR-11 or NCR-11a is in Receiving and Files Unit, the Examination Unit or the Application Clearance Unit, withdraw such form and leave in its place the original RF-6. Attach to such NCR-11 or NCR-11a the copy of RF-6 and forward them to the person making such request. When such NCR-11 or NCR-11a is returned, proceed as in 10a (1), supra.

12. Prepare and transmit daily to the person in charge of the Application for Payment Section a report showing:

- a. Number of Forms NCR-12 and NCR-15 received in the Receiving and Files Unit each day.
- b. Total number of Forms NCR-12 and NCR-15 received in the Receiving and Files Unit up to and including such day.
- c. Number of Forms NCR-12 and NCR-15 forwarded to the General Accounting Office each day.
- d. Total number of Forms NCR-12 and NCR-15 forwarded to the General Accounting Office up to and including such day.
- e. Number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section each day.

- f. Total number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the Application for Payment Section up to and including such day.
- g. Number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office each day.
- h. Total number of Forms NCR-12 and NCR-15 suspended to the Application Clearance Unit by the General Accounting Office up to and including such day.
- i. Such information concerning the number of cases paid and the amount of payments as is available.
- j. Such other information as may be requested.

### III. Instructions to File Clerks.

- 1. When Forms NCR-11 and copies of Forms NCR-14, NCR-16, and NCR-18 are received from the Statistics Section, file such forms. File Forms NCR-11 by counties in minor civil division code and work sheet number order and file Forms NCR-14, NCR-16, and NCR-18 by counties in serial number order. If any forms are not stamped "data recorded", return them to the Statistics Section.
- 2. For each NCR-12 which is received without an NCR-11 attached and for each block of an NCR-15 for which an NCR-11 is not attached withdraw the NCR-11 from the file and attach it to the appropriate NCR-12 or NCR-15. If Forms NCR-11 for a county are not on file when a transmittal of Forms NCR-12 and NCR-15 is received, hold such transmittal until such Forms NCR-11 are received. If NCR-11 for an NCR-12 or a block of NCR-15 is not on file, do not suspend such NCR-12 or NCR-15.
- 3. Arrange all county blocks on shelves or tables in the order that they are to be released to the Examination Unit. A county block representing the final transmittal from a county shall be released before other county blocks.
- 4. Upon receipt of a request for work from the Examination Unit, withdraw the final county block (final transmittal) having the lowest priority block number. At the same time withdraw any previous transmittal from the same county which has not been released to the Examination Unit. When a final transmittal and one or more previous transmittals from the same county are released at the same time, enter on all Forms RF-2 for such transmittals the notation "See Co. Block No. \_\_\_\_\_ for this county", entering the appropriate priority block number in such notation. If there are no final county blocks on



hand, withdraw the regular county block having the lowest priority block number. Prepare RF-3 in duplicate, entering thereon in the spaces provided therefor the priority block number, the State and county code, and the date RF-3 is prepared. Enter after the words "released to" the words "Examination Unit". Enter the lot numbers and the number of Forms NCR-12 and NCR-15 in each lot in columns (a) and (b), respectively. Sign and enter the date in the spaces provided therefor in Section III of RF-2 for each lot in the county block. Release the county block or blocks, both copies of RF-3 and NCR-6 for the county, to the Examination Unit. The original RF-3 will be signed by a designated person in the Examination Unit and released to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Examination Unit.



United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART III - EXAMINATION UNIT

(Operation No. 3)

The personnel of the Examination Unit shall consist of checking clerks, examining clerks, and review clerks. Checking clerks shall use blue pencil, examining clerks shall use green ink, and review clerks shall use purple ink. Instructions relative to the examination of NCR-17 and forms related thereto are contained in NCR-20a.

If the additions on Forms NCR-11 have been checked before receipt of a county block, such county block shall be assigned by lots to checking clerks for a check of entries on NCR-11 and transfers from NCR-11 to NCR-12 or NCR-15. If the additions on Forms NCR-11 have not been checked, the county block shall be assigned to checking clerks who will use machines to check additions on Forms NCR-11 and thereafter the lots shall be assigned to checking clerks for a check of the entries on NCR-11 and transfers from NCR-11 to NCR-12 or NCR-15. Thereafter such lots shall be assigned to a pair of checking clerks who shall check entries on Forms NCR-12 and NCR-15 against entries on NCR-6. When a lot is completed by a pair of checking clerks, it shall be assigned to an examining clerk. When a lot is completed by an examining clerk, it shall be assigned to a review clerk. Lots shall be distributed in such a manner as to insure the completion of all lots in a county block at approximately the same time.

When an entry on NCR-11, NCR-12 or NCR-15 is found to be incorrect, place an "X" above and to the right of such entry. Although an entry is found to be incorrect, complete the checking of all other entries. Examining clerks and review clerks shall examine and review all forms NCR-12 and NCR-15 in a lot including cases previously suspended. If, in the examination of a case which has been previously suspended, the examining clerk finds an additional reason for suspension, such reason should be indicated on the RF-4 attached to such NCR-12 or NCR-15. The examining clerk shall complete RF-4 for cases suspended in the Acceptance or Receiving and Files Unit by inserting the priority block number and the lot number in the first and third spaces, respectively, in the upper right-hand corner of such form.

I. Instructions to Checking Clerks - First Check

1. If, in making the additions on NCR-11 hereinafter set forth, it is found that an addition has been incorrectly made, unless otherwise provided, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Check the additions in Table I of each NCR-11 as follows:
  - a. 12(b) must agree with the sum of 1(b) to 11(b), inclusive.

- b. 12(c) must agree with the sum of 1(c) to 11(c), inclusive.
  - c. 15(b) must agree with the sum of 12(b) to 14(b), inclusive.
  - d. 15(c) must agree with the sum of 12(c) to 14(c), inclusive.
  - e. 17(b) must agree with the sum of 15(b) and 16(b).
  - f. 17(c) must agree with the sum of 15(c) and 16(c).
  - g. If 25(b) does not agree with the sum of 18(b) to 24(b), inclusive, strike the entry in 25(b) and enter the correct subtotal.
  - h. 25(c) must agree with the sum of 18(c) to 24(c), inclusive.
  - i. If 28(b) does not agree with the sum of the entries in 17(b), 25(b), 26(b), and 27(b), strike the entry in 28(b) and enter the correct total.
  - j. If 28(c) does not agree with the sum of the entries in 17(c), 25(c), 26(c), and 27(c), strike the entry in 28(c) and enter the correct total.
  - k. 4(c) of Table II must agree with the product obtained by multiplying the flax yield for the county as shown in NCR-B-3A by 5(c) of Table II.
  - l. The soil building practice number shown in column (b) of Table III of NCR-11 must be the correct number for the practice described in column (a) of such table, as shown in NCR-B-2, Revised as of September 9, 1936.
2. Sign or initial RF-2 in the left-hand side of the first space provided for the signature of a checking clerk. Release the county block to the checking clerks who are to check entries on NCR-11 and transfers from NCR-11 to NCR-12 and NCR-15.

## II. Instructions to Checking Clerks - Second Check

- 1. If, in making the determinations hereinafter set forth an error is found, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Clerks making the second check shall make the following determinations:
  - a. 6(b) of Table II of NCR-11 must not exceed 28(b) of Table I of NCR-11.
  - b. If 6(b) of Table II of NCR-11 is equal to or less than 15(b) of Table I of NCR-11, 16(b) of Table I of NCR-11 must be zero.
  - c. If 16(b) of Table I of NCR-11 is not zero, 17(b) of Table I of NCR-11 must not exceed 6(b) of Table II of NCR-11.
  - d. If 17(b) of Table I of NCR-11 is less than 6(b) of Table II of NCR-11, then 27(b) of Table I of NCR-11 must be zero.

- e. If 27(c) of Table I of NCR-11 is less than 27(b) of Table I of NCR-11, then 16(c) of Table I of NCR-11 must be zero.
  - f. 27(c) of Table I of NCR-11 must not exceed 27(b) of Table I of NCR-11.
  - g. If 16(c) of Table I of NCR-11 is not zero, then 27(c) and 27(b) of Table I of NCR-11 must be equal.
  - h. 2(d) of NCR-12 or NCR-15 must be equal to 4(c) of Table II of NCR-11.
  - i. 3(a), 3(b), 3(c), and 3(d) of NCR-12 or NCR-15 must be equal to the entries for tobacco, cotton, sugar beets, and flax, respectively, in 13(c) or 14(c) of Table I of NCR-11.
  - j. 3(e) of NCR-12 or NCR-15 must be equal to the sum of 12(c) and 16(c) of Table I of NCR-11.
  - k. 3(f) of NCR-12 or NCR-15 must be equal to 17(c) of Table I of NCR-11.
  - l. 4(f) of NCR-12 or NCR-15 must be equal to 15(b) of Table I of NCR-11.
  - m. 5(f) of NCR-12 or NCR-15 must be equal to 25(c) of Table I of NCR-11.
  - n. 6(f) of NCR-12 or NCR-15 must be equal to 29(c) of Table I of NCR-11.
  - o. 9(f) of NCR-12 or NCR-15 must be equal to the percentage entered opposite the applicant's name at the top of NCR-11.
  - p. Lines 7 and 8 of NCR-12 or NCR-15 must agree with columns (b) and (c), respectively, of Table III of NCR-11.
2. Sign or initial RF-2 in the right-hand side of the first space provided for the signature of a checking clerk and release the lot to the third checking clerks.

### III. Instructions to Checking Clerks - Third Check

- 1. Check the entries on Forms NCR-12 and NCR-15 against the entries on NCR-6 and special crop listing sheets as herein-after set forth. Reference to column (1), column (2), or column (3), as the case may be, shall mean column (1), column (2), or column (3) of NCR-6 on the line which has the same work sheet number in such column (1) as is entered



in the third line of Section I of NCR-12 or in the space provided for such work sheet number above each block of NCR-15. If the minor civil division code and work sheet number are not shown in the space provided therefor in NCR-12 or NCR-15 or if an incorrect minor civil division code or work sheet number has been entered in such space, enter the correct minor civil division code and work sheet number. If the correct minor civil division code and work sheet number cannot be ascertained at this time, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. If, in making the entries in column (2) and column (3) as herein-after set forth, it is found that an entry has already been made in such column (2) or column (3), except as otherwise provided, prepare RF-4 indicating thereon the State and county code and serial number of such NCR-12 or NCR-15, the reasons for suspending such case, and the serial number already entered in such column (2) or column (3). Attach such RF-4 to the appropriate NCR-12 or NCR-15. If an entry has already been made in column (2) or column (3) and if an "O. K." has not been entered in column (1) prepare RF-4 indicating thereon the State and county code and serial number, the reason for suspending such case and the serial number already entered in such column (2) or column (3). Attach such RF-4 to the appropriate NCR-12 or NCR-15. Two checking clerks working together shall make entries on NCR-6 as follows:

- a. If an NCR-12 to which is attached an NCR-11 has not been suspended due to an error on NCR-11 or an incorrect transfer from NCR-11 to NCR-12, enter "O. K." immediately to the left of the work sheet number in column (1).
- b. If 9(f) of NCR-12 is 100 percent, enter the serial number of such NCR-12 in the upper right-hand corner of column (2) and enter "xxx" in the upper right-hand corner of column (3).
- c. If 9(f) of NCR-12 is less than 100 percent, and if the name of the applicant on NCR-12 agrees with the name in either column (2) or column (3), enter the serial number of such NCR-12 in the upper right-hand corner in column (2) or (3) in which such name appears, and enter in the upper left-hand corner of such column the percentage in 9(f) of NCR-12.
- d. If 9(f) of NCR-12 is less than 100 percent and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3), enter the serial number in the upper right-hand corner in column (2), enter the percentage in 9(f) of NCR-12 in the upper left-hand corner of such column, and enter a check mark ( ✓ ) in the upper right-hand corner in column (3).



- e. If 9(f) of NCR-12 is less than 100 percent, and if there is an entry in column (2) and the name of the applicant on NCR-12 does not agree with the name in either column (2) or column (3), enter the serial number of such NCR-12 in the upper right-hand corner of column (3) and enter the percentage in 9(f) of such NCR-12 in the upper left-hand corner of column (3). If the name on such NCR-12 agrees with the name in column (2), transfer the serial number and percentage entered in column (2) to column (3) and insert such other serial number and percentage in column (2).
  - f. When percentages have been entered in the upper left-hand corners of both column (2) and column (3) and if the sum of such percentages is not 100, prepare and attach RF-4 to NCR-12. Enter on such RF-4 the serial number previously entered in column (2) or column (3).
  - g. Follow the procedure set forth in the preceding subdivisions, a to f, inclusive, for each block in NCR-15.
2. If, in making the determinations hereinafter set forth, a disagreement between an entry on NCR-12 or NCR-15 and NCR-6 or a special crop listing sheet is found, prepare and attach RF-4 to the appropriate NCR-12 or NCR-15. Checking clerks shall make authorized corrections in columns (2), (3), and (14) of NCR-6 and check entries on NCR-12 and NCR-15 against corresponding entries on NCR-6 and special crop listing sheets. Check all forms NCR-12 in the county block and then check all forms NCR-15 in the county block as hereinafter set forth.
- a. If there is a notation in the margin to the right of Table II of the NCR-11 attached to the NCR-12 or NCR-15 to the effect that the soil depleting base originally approved by the State committee has been reduced because such base exceeded the number of acres of cropland in the farm shown in 28(b) of Table I of NCR-11, draw a line through the entry in column (14) of NCR-6 and enter in the nearest available space in such manner that it may be distinguished from other corrections in such column (14), the entry in 6(b) of Table II of such NCR-11.
  - b. 1(f) of NCR-12 or NCR-15 must agree with column (14) of NCR-6.
  - c. 2(e) of NCR-12 or NCR-15 must agree with column (33) of NCR-6.
  - d. 1(a) of NCR-12 or NCR-15 must agree with column (34) or (36) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15 or with column (14) of the tobacco listing sheet if the tobacco bases have not been transferred to the regular listing sheet.

- e. 2(a) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (a) of NCR-12 or NCR-15, or with column (35) or (37) of the tobacco listing sheet, if the tobacco bases have not been transferred to the regular listing sheet.
  - f. 1(b) of NCR-12 or NCR-15 must agree with column (34) or (36) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15, or with column (14) of the cotton listing sheet if the cotton bases have not been transferred to the regular listing sheet.
  - g. 2(b) of NCR-12 or NCR-15 must agree with column (35) or (37) of NCR-6, whichever bears the same heading as column (b) of NCR-12 or NCR-15, or with column (35) or (37) of the cotton listing sheet if the cotton bases have not been transferred to the regular listing sheet.
  - h. 2(c) of NCR-12 or NCR-15 must agree with column (9) of the special listing sheet for sugar beets.
- 3. Detach forms NCR-11 from the NCR-12 or NCR-15 to which an RF-4 is not attached and forward such forms NCR-11 to the Statistics Receiving and Files Unit.
  - 4. Check any forms NCR-12 or NCR-15 which were suspended because an "O. K." was not entered in column (1) of NCR-6 and if an "O. K." has been subsequently entered in column (1) remove the RF-4 attached thereto and place such NCR-12 or NCR-15 in its place in the lot. Do not list the serial numbers of such suspended cases on RF-2. Upon completion of the checking work for a lot, both checking clerks shall sign or initial and enter the date in the second space provided therefor in Section III of RF-2. Release the lot to an examining clerk.

#### IV. Instructions to Examining Clerks.

If, in the examination of forms NCR-12 or NCR-15 it is found that such forms do not meet the requirements hereinafter set forth, prepare and attach RF-4 to such NCR-12 or NCR-15. Make the following determinations in connection with forms NCR-12 and NCR-15.

- 1. Determine that no unauthorized delation has been made in any printed matter on NCR-12 or NCR-15.
- 2. Check the bases in line 1 of each NCR-12 and of each block of NCR-15 in the lot, as follows:

- a.  $1(f)$  must equal the sum of  $1(a)$ ,  $1(b)$ ,  $1(c)$ ,  $1(d)$ , and  $1(e)$ .
  - b.  $1(c)$  must equal  $3(c)$  unless the result obtained by subtracting  $1(a)$  and  $1(b)$  from  $1(f)$  is less than  $3(c)$ , in which case  $1(c)$  must be the result obtained by subtracting  $1(a)$  and  $1(b)$  from  $1(f)$ .
  - c.  $1(d)$  must equal  $3(d)$  unless the result obtained by subtracting  $1(a)$ ,  $1(b)$ , and  $1(c)$  from  $1(f)$  is less than  $3(d)$ , in which case  $1(d)$  must be the result obtained by subtracting  $1(a)$ ,  $1(b)$ , and  $1(c)$  from  $1(f)$ .
  - d.  $3(f)$  must equal the sum of  $3(a)$ ,  $3(b)$ ,  $3(c)$ ,  $3(d)$ , and  $3(e)$ .
3. If there are any erasures or corrections on NCR-12 or NCR-15, determine that each such erasure or correction has been initialed by two members of the county committee one of whom signed the NCR-12 or NCR-15 for the county committee.
  4. If there is an entry in any line in column (a) determine that the name of the type of tobacco has been entered in the heading of column (a) and if column (b) is used for tobacco, determine that the name of the type of tobacco has been entered in the heading of column (b) and that the word "cotton" in column (b) has been stricken.
  5. If there is an entry in  $1(a)$ ,  $1(b)$ ,  $1(c)$ ,  $1(d)$ , or  $1(e)$  of NCR-12 or NCR-15, there must also be an entry in  $2(a)$ ,  $2(b)$ ,  $2(c)$ ,  $2(d)$ , or  $2(e)$ , respectively, of such form.
  6. If there is an entry in  $3(a)$  and there is no entry in  $1(a)$ , determine that there is an entry in  $2(a)$ . Make the same determination for column (b). If in such cases there is no entry in  $2(a)$  or  $2(b)$  refer the case to the person in charge, who will determine the appropriate entry by multiplying the county check yield for cotton or tobacco, as the case may be, which will be found in the upper right-hand corner of the appropriate special crop listing sheet for such county by the productivity index for the farm. Make such entries in  $2(a)$  and  $2(b)$  in green ink.
  7. If there is an entry in  $3(e)$ , determine that there is an entry other than zero in  $2(e)$ .
  8. Determine that for each soil building practice number listed in line 7 of NCR-12 or NCR-15 there is an acreage figure entered in the corresponding space in line 8 of such form.
  9. Determine that for each entry in line 8 of NCR-12 or NCR-15 there is a soil building practice number listed in the corresponding space in line 7 of such form.



10. Determine that each soil building practice listed in line 7 of NCR-12 or NCR-15 has been approved for the county or part of a county in which such farm is located as set forth in NCR-B-2, Revised, As Amended.
11. If soil building practice number "(m)" has been entered in line 7 of NCR-12 or NCR-15, determine that the number of feet has been entered immediately to the right of such soil building practice number.
12. Determine that there is a percentage figure in 9(f) of NCR-12 or NCR-15. If there is no percentage figure entered in 9(f), determine that the notation "cotton farm" or "sharecropper farm" has been entered in line 9. If the percentage figure 100 appears in two or more blocks of an NCR-15, suspend such NCR-15 for a determination as to whether the farms covered by such blocks are operated as a single farming unit.
13.
  - a. Determine that dates have been entered in the spaces provided therefore in Sections I, III, and IV of NCR-12. If the applicant signs in a representative capacity, the date in Section I must not be later than the date in Section IV.
  - b. Determine that dates have been entered in the spaces provided therefor in Sections I, II, and III of NCR-15. If the applicant signs in a representative capacity, the date in Section I must not be later than the date in Section III.
14.
  - a. Determine that acceptable signatures have been affixed in Sections I, III, and IV of NCR-12, and that all such signatures were affixed with pen or pencil.
  - b. Determine that acceptable signatures have been affixed in Sections I, II, and III of NCR-15 and that all such signatures were affixed with pen or pencil.
15.
  - a. Determine that the signatures appearing in Sections III and IV of NCR-12 are not those of the applicant and that the signatures in Sections III and IV of NCR-12 are not those of the same person.
  - b. Determine that the signatures appearing in Sections II and III of NCR-15 are not those of the applicant and that the signatures in Sections II and III of NCR-15 are not those of the same person.
16. The signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 and the typed name of the applicant in line 1 of Section I of such NCR-12 or NCR-15 should be identical. However, if any of the following examples of differences between typed names and signatures appear on NCR-12 or NCR-15, such forms should not be suspended.



<u>Typed Name</u>	<u>Signature</u>
J. Doe	John Doe or Jno. Doe
John Doe	Jno. Doe or John A. Doe
Mrs. Sarah Smith	Sarah Smith
Jones and Smith a partnership	Jones and Smith by John Smith, a partner.
J. Doe, Adm. of R. Roe Estate	John Doe, Adm. of the Estate of Richard Roe, Deceased
Joe Willington	Joe Wilington

If any of the following examples of differences between typed names and signatures appears on NCR-12 or NCR-15, such forms shall be suspended:

John Doe	J. Doe or J. A. Doe
Mrs. John Smith	Mrs. Mary Smith or Mary Smith
Jones and Smith	John Smith
Tom Welsh	Tom Welch

Requirements for signatures of individuals, co-signers and sole proprietorships are set forth in Section A of ACP-16.

17. If the signature of any applicant was affixed by mark, such signature must have been witnessed by at least one person whose signature must be in the original and handwritten.
18. If the signature in Section I of NCR-12 or NCR-15 is that of a person acting in a representative or fiduciary capacity, determine that such person in his signature has disclosed the principal or entity for whom he is acting and has indicated the capacity in which he has signed. Examples of acceptable signatures of persons acting in a representative or fiduciary capacity will be found in Section B of ACP-16.
19. Determine that the address of the applicant is entered in Section I of NCR-12 or NCR-15.

20. Determine the name of the payee as such name should appear on the check issued as payment under NCR-12 or NCR-15. If the signature of the applicant in the space provided therefor in Section I of NCR-12 or NCR-15 is in the style in which such name should appear on the check, such signature shall be used as a designation of the payee. If such signature is not readily legible or if any change is necessary in the style of the signature, either print the name of the payee on a slip of paper and staple such slip of paper to NCR-12 or NCR-15 over the signature of the applicant, in such a manner that the signature will remain accessible, or, where possible, bracket that portion of the signature which should not appear upon the check. The names of payees as they should appear on checks are as follows:

- a. In the case of an individual, the name shall be in the same style as the signature of the applicant.

Example:	<u>Signature</u>	<u>Payee</u>
	John H. Doe	John H. Doe

- b. In the case of co-signers the names of such co-signers shall appear one above the other in the same style as the signatures of the applicants in the space provided therefor in Section I of NCR-12 or NCR-15. The last name shall be preceded by the word "and."

Example:	<u>Signature</u>	<u>Payee</u>
	John H. Doe Richard Roe	John H. Doe and Richard Roe

- c. In the case of a sole proprietorship, the name of the payee shall be the name of the sole proprietorship.

Example:	<u>Signature</u>	<u>Payee</u>
	ABC Company by John Doe Sole Proprietor	ABC Company

- d. In the case of a partnership, the name of the payee shall be the name of the partnership.

Example:	<u>Signature</u>	<u>Payee</u>
	Jones and Smith by John Smith, a partner.	Jones and Smith

- e. In the case of a corporation, the name of the payee shall be the name of the corporation.

Example: <u>Signature</u>	<u>Payee</u>
XYZ Co. Inc. by John Doe, Pres.	XYZ Co. Inc.

- f. In the case of an administrator, executor, guardian, or committee, the name of the payee shall be shown in three lines. The name of the administrator, executor, guardian or committee, and the title (abbreviated) shall appear in the first line. The words "of the estate of" shall appear in the second line. The name of the deceased, incompetent, or minor, together with the designation "deceased", "incompetent," or "minor" (abbreviated) shall appear in the third line.

Examples: <u>Signature</u>	<u>Payee</u>
John Smith Executor of the estate of F. Smith, deceased	John Smith, Exec. of the estate of F. Smith, Dec.
John Smith Estate by James Smith, Adm.	James Smith, Adm. of the estate of John Smith, Dec.
John Doe, Guardian of Richard Roe, In- competent	John Doe, Gdn. of the estate of Richard Roe, Incom.

- g. In the case of a receiver, trustee, or liquidator the name of the payee shall appear in two lines. The name of the receiver, trustee, or liquidator and his title shall appear in the first line. The name of the bank or institution or other entity for which the receiver, trustee, or liquidator is acting shall appear in the second line, or the second and third line, if the third line is necessary.

Example: <u>Signature</u>	<u>Payee</u>
Richard Roe, Receiver for City National Bank of Elkton, Ill.	Richard Roe, Rec. for City Nat. Bank of Elkton, Ill.

- h. In the case of a State, county or municipality, or agency thereof, the name of the payee shall be the name of such State, county, municipality, or agency.

Example: <u>Signature</u>	<u>Payee</u>
State of South Dakota by and through its Rural Credit Board, John Doe, Sup.	Rural Credit Board of South Dakota



Examples:	<u>Signature</u>	<u>Payee</u>
	Douglas County, Mich. by John Doe, County Commissioner.	Douglas County, Mich.

- i. In the case of an agent the name of the payee shall be the name of the principal whether such principal be an individual, co-signer, partnership, corporation, receiver, or liquidator.

Examples:	<u>Signature</u>	<u>Payee</u>
	John Smith by John Doe, Agent	John Smith
	John Doe, Agent for ABC Co.	ABC Company

21. Upon completion of the examination of an NCR-12 or NCR-15 initial such approved NCR-12 or NCR-15 in the space below the words "Schedule No." in the certificate of administrative officer.
22. Sign and enter the date in the space provided therefor in Section III of RF-2. Place all suspended cases on top of the lot. Do not list the serial numbers of such suspended cases on RF-2. Release the lot.

#### V. Instructions to Review Clerks.

1. Upon receipt of a lot, examine all suspended cases in the lot, following the instructions to Examining Clerks set forth in Section IV of this Part III, and determine whether the suspension of such cases is warranted. If doubt arises relative to the suspension of any case, consult the person in charge. If a suspension of NCR-12 or NCR-15 is not warranted, remove RF-4 and place such NCR-12 or NCR-15 in the proper place in the lot. Initial RF-4 below the signature of the examining clerk in all cases where the suspension of such case is warranted. Initial the NCR-12 or NCR-15 in the space below the words "Schedule No." in the certificate of administrative officer in cases where the suspension is not warranted.
2. Examine all other forms NCR-12 and NCR-15 in the lot, following the instructions to examining clerks set forth in Section IV of this Part III. Determine whether any of such cases should have been suspended and that the name of the payee has been correctly designated. Correct such designation if necessary upon approval of the person in charge. Initial each approved NCR-12 or NCR-15 in the space below the words "Schedule No." in the certificate of administrative officer. Prepare and attach RF-4 to each NCR-12 or NCR-15 which is not approved



and for which RF-4 has not been prepared, and place such suspended cases on top of the lot.

3. After the completion of the review of forms NCR-12 and NCR-15 in the lot, list in Section II of both copies of RF-2 the serial numbers of all suspended cases. Place all suspended cases on top of the lot and sign and enter the date in the spaces provided therefor in Section III of RF-2. Release the lot.

#### VI. Instructions for Release of County Block.

The clerk designated by the person in charge shall assemble all suspended cases in the county block and shall prepare RF-3 in triplicate. In preparing such form, enter in the upper right-hand corner of RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Entry Unit and Application Clearance Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and enter in column (b) the total number of forms NCR-12 and NCR-15 released to the Entry Unit in each lot of such county block. Enter in column (c) the total number of forms NCR-12 and NCR-15 released to the Application Clearance Unit. Enter in columns (d) to (h), inclusive, the serial numbers of all suspended cases. Prepare and attach RF-4 to each RF-6 in the lot and place them with the other suspended cases in the lot.

Release the county block of approved forms NCR-12 and NCR-15 to the Entry Unit with a copy of RF-3. Release the suspended cases to the Application Clearance Unit with a copy of RF-3. The original RF-3 after being signed by the persons designated in the Entry Unit and Application Clearance Unit, shall be forwarded, together with the first copy of each RF-2 for such county block, to the record clerk in the Receiving and Files Unit.



NCR-20, Revised

Issued February 9, 1937

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART IV - ENTRY UNIT

(Operation No. 4)

The personnel of the Entry Unit shall consist of entry clerks and review clerks. Entry clerks and review clerks shall use lead pencil. Instructions relative to entry work in connection with NCR-17 are contained in NCR-20a.

Upon receipt of a county block from the Examination Unit, applications shall be assigned to entry clerks by lots. When a lot is completed by an entry clerk, it shall be assigned to a review clerk.

The entry work in connection with forms NCR-12 in a lot should be completed before entry work is commenced in connection with forms NCR-15 in such lot.

The entries on forms NCR-14 and NCR-16 must be made so as to result in clear and legible entries on the copies of such forms as well as on the originals thereof.

I. Instructions to Entry Clerks - Preparation of NCR-14.

1. Prepare an NCR-14 for each NCR-12 in the lot. Enter in the spaces provided therefor in the upper right-hand corner of such NCR-14 the State and county code and serial number of such NCR-12, the applicant's name, and the county rate for such county, which rate is contained in NCR Misc. No. 7-36.
2. Enter above the title "Computation Sheet for One Farm" of NCR-14 the work sheet number shown in Section I of NCR-12 and circle such entry.
3. If the name of a type of tobacco appears in the heading of column (a) of NCR-12, enter such name in the blank space in the heading of column (a) of NCR-14.
4. If the word "cotton" has been stricken from the heading of column (b) of NCR-12 and the name of a type of tobacco entered therein, strike the word "cotton" in the heading of column (b) of NCR-14 and enter the name of such type of tobacco therein.

5. Transfer the entries in Section II of NCR-12 to NCR-14, as follows:

	<u>Section II</u> <u>of NCR-12</u>			<u>NCR-14</u>
a.	transfer	1(a)	to	1(a)
b.	"	1(b)	"	1(b)
c.	"	1(c)	"	1(c)
d.	"	1(d)	"	1(d)
e.	"	1(e)	"	1(e)
f.	"	1(f)	"	1(f)
g.	"	2(a)	"	3(a)
h.	"	2(b)	"	3(b)
i.	"	2(c)	"	3(c)
j.	"	2(d)	"	3(d)
k.	"	2(e)	"	3(e)
l.	"	3(a)	"	10(a)
m.	"	3(b)	"	10(b)
n.	"	3(c)	"	10(c)
o.	"	3(d)	"	10(d)
p.	"	3(e)	"	10(e)
q.	"	3(f)	"	10(f)
r.	"	4(f)	"	6(f)
s.	"	5(f)	"	16(f)
t.	"	6(f)	"	space following word "plus" in line 22.
u.	"	all entries in line 7	to	line 23
v.	"	all entries in line 8	"	line 24



In transferring the entries from lines 7 and 8 of Section II of NCR-12 to lines 23 and 24 of NCR-14, transfer the first entry in line 7 and the first entry in line 8 of Section II of NCR-12 to the first space in line 23 and the first space in line 24 of NCR-14, respectively; then transfer the entries in the second space of lines 7 and 8 of Section II of NCR-12 to the second space of lines 23 and 24 of NCR-14, respectively. Proceed likewise in the transfer of any other such entries. If the soil building practice number "(m)" appears in line 7 of NCR-12, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to line 23 of NCR-14 and transfer the acreage figure for such practice to line 24 of NCR-14.

- w. Transfer 9(f) of NCR-12 to 30 (f) of NCR-14.
- x. Enter in the appropriate column of line 25 of NCR-14 the rate of payment per acre for the soil building practice shown in each such column of line 23 of NCR-14. The rate of payment per acre for each soil building practice will be found in NCR-B-2, Revised, as amended.

II. Instructions to Entry Clerks - Preparation of NCR-16.

- 1. Prepare NCR-16 for each NCR-15 in the lot. NCR-16 consists of eight parts:

Part I - - - - - Crops in the General Soil Depleting Base.  
Part II - - - - - Tobacco.  
Part III - - - - - Cotton.  
Part IV - - - - - Sugar Beets.  
Part V - - - - - Flax.  
Part VI - - - - - Deduction for Failure to Meet Minimum.  
Part VII - - - - - Soil Building Payment.  
Part VIII - - - - - Grand Summary.

Use as many parts as are necessary to reflect the data shown on NCR-15. If there is an entry in either 1(e) or 3(e) in any block of NCR-15, use Part I of NCR-16. If there is an entry in either 1(a) or 3(a) of any block of NCR-15, use Part II of NCR-16. When Part II of NCR-16 is used, enter in the space provided therefor the name of the type of tobacco. If the names of more than one type of tobacco are entered on NCR-15, use a separate sheet of Part II for each type. If there is an entry for cotton in either 1(b) or 3(b) of any block of NCR-15, use

Part III of NCR-16. If there is an entry in either 1(c) or 3(c) of any block of NCR-15, use Part IV of NCR-16. If there is an entry in either 1(d) or 3(d) of any block of NCR-15, use Part V of NCR-16. Part VI and Part VIII of NCR-16 will be used in every case where there is an NCR-15. Part VII will be used if an entry appears in any space in line 7 of any block of NCR-15. When Part II of NCR-16 is used, strike the words "Part III Cotton" in the heading of such part, and strike the words "or Part III" in the box heading of column (o). Similarly, if Part III is used, strike any reference to Part II and any reference to tobacco; if Part IV is used, strike any reference to Part V and any reference to flax; and if Part V is used, strike any reference to Part IV and any reference to sugar beets.

2. Enter the State and county code and serial number and the applicant's name in the spaces provided therefor on each page and part of NCR-16. Enter, in the space provided therefor in Part I of NCR-16, the county rate for such county contained in NCR Misc. No. 7-36.
3. For application farms, (see definition, page 2) transfer the entries from column (e) of the block of NCR-15 for each such farm to consecutive lines of Part I of NCR-16. Leave a blank line for sub-totals immediately following the last of such entries. In the next line, write the words "non-application farms" (see definition, page 2) and enter immediately below such words the data for non-application farms in a manner similar to that for application farms. In the same manner, transfer entries for application and non-application farms from columns (a), (b), (c), and (d) of each block of NCR-15, to Parts II, III, IV, and V, respectively, of NCR-16. Transfer the entries from each block of NCR-15 to the appropriate line of Part I of NCR-16, as follows:

<u>NCR-15</u>			<u>NCR-16</u>		
<u>Each Block</u>			<u>Part I</u>		
a.	transfer	block number		to column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(e)	"	"	(h)
d.	"	2(e)	"	"	(c)
e.	"	3(e)	"	"	(j)
f.	"	9(f)	"	"	(e)

4. Transfer the entries from each block of NCR-15 to the appropriate line of Part II of NCR-16, as follows:

<u>NCR-15</u>			<u>NCR-16</u>		
<u>Each Block</u>			<u>Part II</u>		
a.	transfer	block number		to column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(a)	"	"	(g)
d.	"	2(a)	"	"	(c)
e.	"	3(a)	"	"	(h)
f.	"	9(f)	"	"	(e)

5. Transfer the entries from each block of NCR-15 to the appropriate line of Part III of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>			<u>NCR-16</u> <u>Part III</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(b)	"	"	(g)
d.	"	2(b)	"	"	(c)
e.	"	3(b)	"	"	(h)
f.	"	9(f)	"	"	(e)

6. Transfer the entries from each block of NCR-15 to Part IV of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>			<u>NCR-16</u> <u>Part IV</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(c)	"	"	(g)
d.	"	2(c)	"	"	(c)
e.	"	3(c)	"	"	(i)
f.	"	9(f)	"	"	(e)

7. Transfer the entries from each block of NCR-15 to Part V of NCR-16, as follows:

<u>NCR-15</u> <u>Each Block</u>			<u>NCR-16</u> <u>Part V</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(d)	"	"	(g)
d.	"	2(d)	"	"	(c)
e.	"	3(d)	"	"	(i)
f.	"	9(f)	"	"	(e)

8. Transfer the entries for all application farms on NCR-15 to Part VI of NCR-16. Do not transfer any entries for non-application farms to Part VI. Correct the heading of column (j) so that it reads "(e) x.25" instead of "(c) x.25". Proceed as follows:

<u>NCR-15</u> <u>Each Block</u>			<u>NCR-16</u> <u>Part VI</u>		
a.	transfer	block number	to	column	(a)
b.	"	work sheet number	"	"	(b)
c.	"	1(a)	"	"	(c)



<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part VI</u>
d. Transfer	1(b)	to column (d)
e.     "	1(c)	"     "     (e)
f.     "	1(d)	"     "     (f)
g.     "	1(e)	"     "     (g)
h.     "	5(f)	"     "     (n)
i.     "	9(f)	"     "     (o)

9. Transfer the entries for application farms on NCR-15 to Part VII of NCR-16. Do not transfer any entries for non-application farms to Part VII. In entering practice numbers, enter all practice numbers for the first farm, one under the other, before proceeding to the practice numbers for the second farm. If the soil building practice number "(m)" appears in line 7 in any block of NCR-15, such number should be followed by a figure representing the number of feet of terracing completed on the farm. Transfer the practice number and the number of feet to the appropriate line in column (h) of Part VII of NCR-16, and transfer the acreage figure for such practice to the appropriate line of column (k) of Part VII of NCR-16. Proceed as follows:

<u>NCR-15</u> <u>Each Block</u>		<u>NCR-16</u> <u>Part VII</u>
a. Transfer block number		to column (a)
b.     "     work sheet number		"     "     (b)
c.     "     line 7, all entries		"     "     (h), in the
	in order	same order
d.     "     line 8, all entries		"     "     (k), in the
	in order	same order
e.     "     5(f)		"     "     (c)
f.     "     6(f)		"     "     (d)
g.     "     9(f)		"     "     (f)
h. After all entries for application farms are made in Part VII of NCR-16, enter in column (i) of Part VII the rate of payment per acre shown in NCR-B-2, Revised, as amended, for each practice, the number of which is entered in column (h).		

10. After all entry work has been completed in connection with all forms NCR-12 and NCR-15 in the lot, sign and enter the date in the space provided therefor in Section III of RP-2 and release the lot.

### III. Instructions to Review Clerks.

1. Determine that the correct computation forms have been prepared for all forms NCR-12 and NCR-15 in the lot.



2. Verify the entry work on all forms NCR-14 and NCR-16 in the lot, following the instructions to the entry clerk contained herein. Use the copy of NCR-14 or NCR-16 in verifying the entry work, in order that poor carbon impressions may be detected and made legible. If an error was made in transferring any entry from NCR-12 to NCR-14, or from NCR-15 to NCR-16, note such error and refer the case to the person in charge, who will make the correction. Check all entries on all forms NCR-14 and NCR-16 in the lot before referring such notations of errors to the person in charge for correction.
3. After all review work has been completed, sign and enter the date in the space provided therefor in Section III of RF-2 and release the lot.

IV. Instructions for Release of County Block.

After all entry and review work has been completed on all lots in the county block, prepare RF-3 in duplicate. Enter in the upper right-hand corner of RF-3 the priority block number and the State and county code. Enter in the space following the words "Released to" the words "Computation Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of forms NCR-12 and NCR-15 in each lot of such county block. Release the county block and both copies of RF-3 to the Computation Unit. The original RF-3 will be signed by the person designated in the Computation Unit and will be forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Computation Unit.



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NCR-20, Revised

Issued February 9, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART V - COMPUTATION UNIT

(Operation No. 5)

The personnel of the Computation Unit shall consist of computing clerks and review clerks. Computing clerks and review clerks shall use lead pencil. Review clerks shall use ink in making entries and signing in the spaces provided therefor in the "Certificate of Administrative Officer" on Forms NCR-12 and NCR-15.

Except as otherwise provided herein, wherever a computation results in a negative number, enter zero, and not the negative number. For example, if 67.50 is to be subtracted from 46.50 enter a zero and not the negative number (-21.00).

Except as otherwise provided herein, all computations relative to acres, yields, percentages and amounts of money shall be carried to three decimal places and rounded to two decimal places. If a computation results in a number which contains more than three decimal places, disregard all figures beyond the third decimal place. In rounding numbers to two decimal places, fractions amounting to five thousandths (0.005) or less shall be dropped and fractions amounting to six thousandths (0.006) or more shall be considered as a hundredth of a unit. For example, if the result of a computation is:

- (a) 8.4766, disregard the figure in the fourth decimal place (6) and enter 8.48;
- (b) 8.4759, disregard the figure in the fourth decimal place (9) and enter 8.47.

All computations relative to ratios shall be carried to five decimal places and rounded to four decimal places. If a computation results in a number which contains more than five decimal places, disregard all figures beyond the fifth decimal place. In rounding numbers to four decimal places, fractions amounting to five hundred-thousandths (0.00005) or less shall be dropped and fractions amounting to six hundred-thousandths (0.00006) or more shall be considered as a ten-thousandth of a unit. For example, if the result of a computation is:

- (a) 0.697682, disregard the figure in the sixth decimal place (2) and enter 0.6977;
- (b) 0.687655, disregard the figure in the sixth decimal place (5) and enter 0.6876.

The person in charge will be responsible for the maintenance of a constant flow of work. Whenever possible, the person in charge should assign a separate lot to each computing clerk.

Computations will be performed and entered on NCR-14 or NCR-16, whichever is applicable. Perform all computing operations for all Forms NCR-14 in the lot, and then perform computing operations for all Forms NCR-16 in the lot. If there are any Forms NCR-18 in the lot, perform computing operations on such Forms NCR-18 in accordance with the instructions contained in NCR-20a before performing any computing operations on Forms NCR-14 and NCR-16 in the lot.

I. Instructions to Computing Clerks for Making Computations on NCR-14.

1. Make the computations in column (e) through line 21. Proceed next to make the computations through line 21 in column (a), column (b), column (c), and column (d), respectively. Then make the computations in line 26, except in column (f), and, lastly, make the computations in column (f).

2. Computations for Column (e) - General.

- a. 2(e) shall be obtained by multiplying 1(e) by 0.15.
- b. Enter in 15(e) the entry in 2(e).
- c. 4(e) shall be obtained by multiplying 3(e) by the county rate entered in the space provided therefor at the top of NCR-14.
- d. 5(e) shall be obtained by multiplying 2(e) by 4(e).
- e. 6(e) shall be obtained by subtracting from 6(f) the sum of the entries in 1(a), 1(b), 1(c), and 1(d).
- f. Enter in 7(e) the larger of 1(e) or 6(e).
- g. 8(e) shall be obtained by multiplying 1(e) by 0.85.
- h. 9(e) shall be obtained by subtracting from 7(e) the entry in 8(e).
- i. 11(e) shall be obtained by subtracting from 7(e) the entry in 10(e). Enter zero if 10(e) is equal to or greater than 7(e).
- j. Determine whether 11(e) is equal to, greater than, or less than 9(e).

(1) If 11(e) is equal to or greater than 9(e)

(a) Enter "xxx" in 12(e) and 13(e)



- (b) Enter in 14(e) the entry in 5(e).
- (c) Enter zero in 20(e) and 21(e).
- (2) If 11(e) is less than 9(e)
  - (a) 12(e) shall be obtained by dividing 11(e) by 9(e). Strike the percentage symbol in 12(e) and make the entry in 12(e) as a ratio.
  - (b) 13(e) shall be obtained by multiplying 12(e) by 5(e).
  - (c) Enter in 14(e) the entry in 13(e).
  - (d) 20(e) shall be obtained by subtracting from 10(e) the entry in 7(e). Enter zero if 7(e) is equal to or greater than 10(e).
  - (e) 21(e) shall be obtained by multiplying 20(e) by 4(e).

3. Computations for Column (a) - Tobacco.

- a. 2(a) shall be obtained by multiplying 1(a) by 0.30.
- b. 4(a) shall be obtained by multiplying 3(a) by,
  - (1) 0.0535 if column (a) is headed "Burley";
  - (2) 0.0374 if column (a) is headed "Dark air-cured";
  - (3) 0.0321 if column (a) is headed "Cigar Leaf";
  - (4) 0.0321 if column (a) is headed "Eastern Ohio Export."
- c. 5(a) shall be obtained by multiplying 2(a) by 4(a).
- d. Determine whether 1(a) is equal to, greater, or less than 10(a).
  - (1) If 1(a) is greater than 10(a)
    - (a) 11(a) shall be obtained by subtracting from 1(a) the entry in 10(a).
    - (b) 13(a) shall be obtained by multiplying 4(a) by 11(a).
    - (c) Enter in 14(a) the smaller of 5(a) or 13(a).

- (d) 15(a) shall be obtained by multiplying 1(a) by 0.20.
- (e) Enter a zero in 20(a) and 21(a).
- (2) If 1(a) is equal to or less than 10(a),
  - (a) Enter a zero in 11(a), 13(a), and 14(a).
  - (b) 15(a) shall be obtained by multiplying 1(a) by 0.20.
  - (c) 20(a) shall be obtained by subtracting from 10(a) the entry in 1(a).
  - (d) 21(a) shall be obtained by multiplying 4(a) by 20(a).

If the word "Cotton" has been stricken from the box heading of column (b) and the name of a type of tobacco has been substituted therefor, repeat for column (b) the computations set forth for column (a).

4. Computations for Column (b) - Cotton.

- a. 2(b) shall be obtained by multiplying 1(b) by 0.35 unless 1(b) is 5.7 or less, in which case enter 2.0 or 1(b), whichever is smaller.
- b. 4(b) shall be obtained by multiplying 3(b) by 0.0535.
- c. 5(b) shall be obtained by multiplying 2(b) by 4(b).
- d. Determine whether 1(b) is equal to, greater, or less than 10(b).
  - (1) If 1(b) is greater than 10(b)
    - (a) 11(b) shall be obtained by subtracting from 1(b) the entry in 10(b).
    - (b) 13(b) shall be obtained by multiplying 4(b) by 11(b).
    - (c) Enter in 14(b) the smaller of 5(b) or 13(b).
    - (d) 15(b) shall be obtained by multiplying 1(b) by 0.20.
    - (e) Enter a zero in 20(b) and 21(b).

- (2) If 1(b) is equal to or less than 10(b),
  - (a) Enter a zero in 11(b), 13(b), and 14(b).
  - (b) 15(b) shall be obtained by multiplying 1(b) by 0.20.
  - (c) 20(b) shall be obtained by subtracting from 10(b) the entry in 1(b).
  - (d) 21(b) shall be obtained by multiplying 4(b) by 20(b).

5. Computations for Column (c) - Sugar Beets.

- a. 4(c) shall be obtained by multiplying 3(c) by,
  - (1) for Illinois - 0.400
  - (2) for Indiana - 0.401
  - (3) for Iowa - 0.385
  - (4) for Michigan - 0.412
  - (5) for Minnesota - 0.408
  - (6) for Nebraska - 0.388
  - (7) for Ohio - 0.397
  - (8) for South Dakota - 0.420
  - (9) for Wisconsin - 0.400
- b. 13(c) shall be obtained by multiplying 1(c) by 4(c).
- c. Enter in 14(c) the entry in 13(c).
- d. 15(c) shall be obtained by multiplying 1(c) by 0.25.
- e. 20(c) shall be obtained by subtracting from 10(c) the entry in 1(c).
- f. 21(c) shall be obtained by multiplying 4(e) by 20(c).  
(4(e) is the rate per acre shown in line 4 of the column with the box heading "General.")

6. Computations for Column (d) - Flax.

- a. 4(d) shall be obtained by multiplying 3(d) by 0.214.

- b. 13(d) shall be obtained by multiplying 1(d) by 4(d).
- c. Enter in 14(d) the entry in 13(d).
- d. 15(d) shall be obtained by multiplying 1(d) by 0.20.
- e. 20(d) shall be obtained by subtracting from 10(d) the entry in 1(d).
- f. 21(d) shall be obtained by multiplying 4(e) by 20(d).  
(4(e) is the rate per acre shown in line 4 of the column with the box heading "General.")

7. Computations for Soil Building Practices.

- a. The entry in line 26 for each practice number in line 23 shall be obtained by multiplying the entry in line 24 by the entry in the corresponding column in line 25, unless the practice number is "(m)", in which case enter in line 26 the smaller of the amounts obtained by:
  - (1) Multiplying the number of acres in line 24 by the rate per acre in line 25, and
  - (2) Multiplying the number of feet shown to the right of the practice number in line 23 by \$0.004.

8. Computations for Column (f) - Total.

- a. Enter "xxx" in 13(f).
- b. 14(f) shall be obtained by adding 14(a), 14(b), 14(c), 14(d), and 14(e).
- c. 15(f) shall be obtained by adding 15(a), 15(b), 15(c), 15(d), and 15(e).
- d. 17(f) shall be obtained by subtracting from 15(f) the entry in 16(f).
- e. 18(f) shall be obtained by multiplying 17(f) by 1.5 and then multiplying the product by 4(e). (4(e) is the rate per acre shown in line 4 of the column with the box heading "General.") Do not round the fraction obtained when 17(f) is multiplied by 1.5.
- f. 19(f) shall be obtained by subtracting from 14(f) the entry in 18(f).
- g. 21(f) shall be obtained by adding 21(a), 21(b), 21(c), 21(d), and 21(e).



- h. 22(f) shall be obtained by adding 16(f) and the entry shown in the space following the word "plus" in line 22 and multiplying such sum by one dollar (\$1.00). If the product is less than \$10.00 enter \$10.00 in 22(f).
- i. 26(f) shall be obtained by adding the entries in line 26 for each of the several practices.
- j. Enter in 27(f) the smaller of 22(f) or 26(f).
- k. 28(f) shall be obtained by adding 19(f) and 27(f).
- l. 29(f) shall be obtained by subtracting from 28(f) the entry in 21(f).
- m. 31(f) shall be obtained by multiplying 29(f) by 30(f). If the result obtained is \$0.10 or less consider such NCR-12 as a "No Payment" case. Prepare and attach RF-4 thereto.
- n. Make no entries in 32(f) and 33(f) at this time.

## II. Instructions for Making Computations on Form NCR-16.

Except as otherwise provided in this Section II of Part V, the figures involved in any computation shall be taken from the same line as that for which the computation is being made.

### 1. Part I of NCR-16. Crops in General Soil Depleting Base.

- a. Column (d) shall be obtained by multiplying column (c) by the county rate entered in the space provided therefor at the top of the sheet immediately below the applicant's name.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (g) shall be obtained by subtracting from the entry in 4(f) in the appropriate block of NCR-15, the sum of the entries in 1(a), 1(b), 1(c), and 1(d), in such block of NCR-15. Complete all entries in column (g) before making other computations.
- d. Column (i) shall be obtained by multiplying column (h) by 0.85.
- e. Column (k) shall be obtained by multiplying column (f) by column (g).
- f. Column (l) shall be obtained by multiplying column (f) by column (h).

- g. Column (m) shall be obtained by multiplying column (f) by column (i).
- h. Column (n) shall be obtained by multiplying column (f) by column (j).
- i. Column (o) shall be obtained by subtracting from column (l) the entry in column (m).
- j. Add the entries for application farms in columns (k), (l), (m), (n), and (o), and insert the subtotal for each of these columns immediately below the last figures for application farms. Obtain the subtotals for the same columns for non-application farms. Enter such subtotals below the last figures for non-application farms. If NCR-16, Part I, does not contain a sufficient number of lines to list all application farms for any applicant and it is necessary to use more than one sheet, obtain the subtotals in columns (k), (l), (m), (n), and (o) for the first sheet and place such subtotals in the appropriate columns on the last line of the first sheet and on the first line of the second sheet. Proceed in a similar manner if additional sheets are needed for application farms. If, after all application farms have been listed, additional sheets are necessary for non-application farms, obtain and carry forward subtotals for non-application farms in the same manner, using care to keep subtotals for application farms and non-application farms separate.
- k. Make the entries and computations in column (p) as follows:
  - (1) Enter in item 1 the larger of the subtotals of column (k) or column (l);
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
  - (3) Enter in item 3 the subtotal of column (m) for application farms.
  - (4) Item 4 shall be obtained by subtracting from item 1 the entry in item 2.
  - (5) Item 5 shall be obtained by subtracting from item 1 the entry in item 3.
  - (6) Determine whether item 4 is equal to, greater than or less than item 5.
    - (a) If item 4 is equal to or greater than item 5,

- (a-1) Enter "xxx" in items 6 and 8.
- (a-2) Enter in item 7 the subtotal of column (o) for application farms.
- (a-3) Enter in item 9 the entry in item 7.
- (a-4) Enter zero in item 10.
- (b) If item 4 is less than item 5,
  - (b-1) Item 6 shall be obtained by dividing item 4 by item 5. (Make the entry in item 5 as a ratio.)
  - (b-2) Enter in item 7 the subtotal of column (o) for application farms.
  - (b-3) Item 8 shall be obtained by multiplying item 7 by item 6.
  - (b-4) Enter in item 9 the entry in item 8.
  - (b-5) Item 10 shall be obtained by subtracting from item 2 the entry in item 1. (Enter zero if item 2 is less than item 1.)
- (7) Enter in item 11 the larger of the subtotals of column (k) or column (l) for non-application farms.
- (8) Enter in item 12 the subtotal of column (n) for non-application farms.
- (9) Item 13 shall be obtained by subtracting from item 12 the entry in item 11. If the result obtained is zero or less, enter a zero.

## 2. Part II. Tobacco.

- a. Column (d) shall be obtained by multiplying column (c) by:
  - (1) 0.0535, if the name of the type of tobacco is "Burley".
  - (2) 0.0374, if the name of the type of tobacco is "Dark Air-Cured."
  - (3) 0.0321, if the name of the type of tobacco is "Cigar Leaf."
  - (4) 0.0321, if the name of the type of tobacco is "Eastern Ohio Export."



- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (i) shall be obtained by multiplying column (g) by 0.30.
- d. Column (j) shall be obtained by multiplying column (f) by column (g).
- e. Column (k) shall be obtained by multiplying column (f) by column (h).
- f. Column (l) shall be obtained by multiplying column (f) by column (i).
- g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).
- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j).

(For each line either column (m) or column (n) will be zero.)

- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (l), (m), and (n). If more than one sheet of NCR-16, Part II, is needed, subtotals for application and non-application farms should be handled in the same manner as outlined for Part I.
- j. Make the entries and computations in column (o) as follows:
  - (1) Enter in item 1 the subtotal of column (m) for application farms.
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
  - (3) Determine whether item 2 is equal to, greater or less than item 1.
    - (a) If item 2 is equal to item 1,
      - (a-1) Enter "xxx" in item 4.
      - (a-2) Enter zero in items 3, 5, and 6.
    - (b) If item 2 is less than item 1,
      - (a-1) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.



- (a-2) Enter in item 4 the subtotal of column (1) for application farms.
- (a-3) Enter in item 5 the smaller of item 3 or item 4.
- (a-4) Enter a zero in item 6.
- (c) If item 2 is greater than item 1,
  - (a-1) Enter "xxx" in item 4.
  - (a-2) Enter zero in items 3 and 5.
  - (a-3) Item 6 shall be obtained by subtracting from item 2 the entry in item 1.
- (4) Enter in item 7 the subtotal of column (m) for non-application farms.
- (5) Enter in item 8 the subtotal of column (n) for non-application farms.
- (6) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less enter zero.

3. Part III. Cotton.

- a. Column (d) shall be obtained by multiplying column (c) by 0.0535.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (i) shall be obtained by multiplying column (g) by 0.35, unless column (g) is 5.7 or less, in which case column (i) shall be 2.0 or column (g), whichever is smaller.
- d. Column (j) shall be obtained by multiplying column (f) by column (g).
- e. Column (k) shall be obtained by multiplying column (f) by column (h).
- f. Column (l) shall be obtained by multiplying column (f) by column (i).
- g. Column (m) shall be obtained by subtracting from column (j) the entry in column (k).

- h. Column (n) shall be obtained by subtracting from column (k) the entry in column (j). (For each line either column (m) or column (n) will be zero.)
- i. Obtain a separate subtotal for application farms and a separate subtotal for non-application farms for columns (1), (m), and (n). If more than one sheet of NCR-16, Part III is needed subtotals for application and non-application farms should be handled in the same manner as outlined for Part I of NCR-16.
- j. Make the entries and computations in column (o) as follows:
  - (1) Enter in item 1 the subtotal of column (m) for application farms.
  - (2) Enter in item 2 the subtotal of column (n) for application farms.
  - (3) Determine whether item 2 is equal to, greater, or less than item 1.
    - (a) If item 2 is equal to item 1,
      - (a-1) Enter "xxx" in item 4.
      - (a-2) Enter zero in items 3, 5, and 6.
    - (b) If item 2 is less than item 1,
      - (a-1) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
      - (a-2) Enter in item 4 the subtotal of column (1) for application farms.
      - (a-3) Enter in item 5 the smaller of item 3 or item 4.
      - (a-4) Enter a zero in item 6.
    - (c) If item 2 is greater than item 1,
      - (a-1) Enter "xxx" in item 4.
      - (a-2) Enter zero in items 3 and 5.
      - (a-3) Item 6 shall be obtained by subtracting from item 2 the entry in item 1.

- (4) Enter in item 7 the subtotal of column (m) for non-application farms.
- (5) Enter in item 8 the subtotal of column (n) for non-application farms.
- (6) Item 9 shall be obtained by subtracting from item 8 the entry in item 7. If the result obtained is zero or less enter zero.

4. Part IV. Sugar Beets.

a. Column (d) shall be obtained by multiplying column (c) by:

- (1) For Illinois - 0.400
- (2) For Indiana - 0.401
- (3) For Iowa - 0.385
- (4) For Michigan - 0.412
- (5) For Minnesota - 0.408
- (6) For Nebraska - 0.388
- (7) For Ohio - 0.397
- (8) For South Dakota - 0.420
- (9) For Wisconsin - 0.400

b. Column (f) shall be obtained by multiplying column (d) by column (e).

c. Column (h) shall be obtained by multiplying column (f) by column (g).

d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).

e. Column (k) shall be obtained by multiplying column (e) by column (j).

f. Column (l) shall be obtained by multiplying column (k) by the rate per acre shown in column (d) of Part I for such farm.

g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).

h. Make the entries in column (m) as follows:

- (1) Enter in item 1 the subtotal of column (h) for application farms.
- (2) Enter in item 2 the subtotal of column (1) for application farms.
- (3) Enter in item 3 the subtotal of column (1) for non-application farms.

5. Part V. Flax.

- a. Column (d) shall be obtained by multiplying column (c) by 0.214.
- b. Column (f) shall be obtained by multiplying column (d) by column (e).
- c. Column (h) shall be obtained by multiplying column (f) by column (g).
- d. Column (j) shall be obtained by subtracting from column (i) the entry in column (g).
- e. Column (k) shall be obtained by multiplying column (e) by column (j).
- f. Column (l) shall be obtained by multiplying column (k) by the rate per acre for such farm shown in column (d) of Part I.
- g. Obtain subtotals for application farms and separate subtotals for non-application farms for columns (h) and (l).
- h. Make the entries in column (m) as follows:
  - (1) Enter in item 1 the subtotal of column (h) for application farms.
  - (2) Enter in item 2 the subtotal of column (1) for application farms.
  - (3) Enter in item 3 the subtotal of column (1) for non-application farms.

6. Part VI. Deduction for Failure to Meet Minimum.

- a. Column (h) shall be obtained by multiplying column (c) by 0.20.



- b. Column (i) shall be obtained by multiplying column (d) by 0.20.
- c. Column (j) shall be obtained by multiplying column (e) by 0.25.
- d. Column (k) shall be obtained by multiplying column (f) by 0.20.
- e. Column (l) shall be obtained by multiplying column (g) by 0.15.
- f. Column (m) shall be obtained by adding the entries in columns (h), (i), (j), (k), and (l).
- g. Column (p) shall be obtained by multiplying column (m) by column (o).
- h. Column (q) shall be obtained by multiplying column (n) by column (o).
- i. Obtain totals for columns (p) and (q).
- j. Make the entries and computations in column (r) as follows:
  - (1) Enter in item 1 the total of column (p).
  - (2) Enter in item 2 the total of column (q).
  - (3) Item 3 shall be obtained by subtracting from item 1 the entry in item 2.
  - (4) Enter in item 4 the largest of the entries in column (d) of Part I - Crops in the General Soil Depleting Base.
  - (5) Item 5 shall be obtained by multiplying item 3 by item 4 and then multiplying the product by 1.5.  
Do not round the fraction obtained when item 3 is multiplied by item 4.

7. Part VII. Soil Building Payment.

- a. Column (e) shall be obtained by adding column (c) and column (d), and multiplying the sum by one dollar (\$1.00). If the product obtained is less than \$10.00 enter \$10.00 in column (e).
- b. Column (g) shall be obtained by multiplying column (e) by column (f).

- c. Column (j) shall be obtained by multiplying column (f) by column (i).
- d. Column (l) shall be obtained by multiplying column (j) by column (k), unless the practice number in column (h) for such line is "(m)", in which case enter in column (l) the smaller of the amounts obtained by:
  - (1) Multiplying column (j) by column (k), or
  - (2) Multiplying the number of feet shown to the right of the practice number in column (h) by \$0.004, and multiplying the product by column (f).
- e. Obtain totals for columns (g) and (l).
- f. Make the entries in column (m) as follows:
  - (1) Enter in item 1 the total of column (l).
  - (2) Enter in item 2 the total of column (g).
  - (3) Enter in item 3 the smaller of item 1 or item 2.

8. Part VIII. Grand Summary.

- a. Make transfers from the summaries of Parts I, II, III, IV, V, VI, and VII to Part VIII, as follows:
  - (1) Item 9, Part I to item 1, Part VIII.
  - (2) Item 10, Part I, to item 11, Part VIII.
  - (3) Item 13, Part I to item 17, Part VIII.
  - (4) Item 5, Part II to item 2, Part VIII.
  - (5) Item 6, Part II to item 12, Part VIII.
  - (6) Item 9, Part II to item 18, Part VIII.
  - (7) Item 5, Part III to item 3, Part VIII.
  - (8) Item 6, Part III to item 13, Part VIII.
  - (9) Item 9, Part III to item 19, Part VIII.
  - (10) Item 1, Part IV to item 4, Part VIII.
  - (11) Item 2, Part IV to item 14, Part VIII.

- (12) Item 3, Part IV to item 20, Part VIII.
- (13) Item 1, Part V to item 5, Part VIII.
- (14) Item 2, Part V to item 15, Part VIII.
- (15) Item 3, Part V to item 21, Part VIII.
- (16) Item 5, Part VI to item 7, Part VIII.
- (17) Item 3, Part VII to item 9, Part VIII.
- b. If there is no computation sheet for any part of NCR-16 enter zero in Part VIII for all entries which would otherwise be made from such part of NCR-16.
- c. Item 6 shall be obtained by adding items 1, 2, 3, 4, and 5.
- d. Item 8 shall be obtained by subtracting from item 6 the entry in item 7.
- e. Item 10 shall be obtained by adding item 8 and item 9.
- f. Item 16 shall be obtained by adding items 11, 12, 13, 14, and 15.
- g. Item 22 shall be obtained by adding items 17, 18, 19, 20, and 21.
- h. Item 23 shall be obtained by subtracting from item 10 the sum of items 16 and 22. If the result obtained is \$0.10 or less, consider such NCR-15 as a "No Payment" case. Prepare and attach RF-4 thereto.
- i. Make no entries in items 24 and 25 at this time.

### III. Instructions to Review Clerks.

1. Verify every computation made by the computing clerk, following the instructions outlined in Sections I and II of this procedure. Use the copy of NCR-14 or NCR-16 in verifying the computations made by the computing clerk in order that poor carbon impressions may be detected and made legible. If a computation is found to be incorrect, repeat the computation to make certain that the original computation is incorrect, draw a line through the incorrect figure and enter the correct figure in the same space. If a large number of

errors is found, refer the lot to the person in charge, who may have all sheets recomputed if it is deemed advisable.

2. Upon completion of the review work in connection with a lot, initial the copies of all Forms NCR-14 and NCR-16.
3. Sign and enter the date in the spaces provided therefor on RF-2 and release the lot.

IV. Instructions to Clerks Designated to Determine Administrative Expense Deductions.

After the completion of the computation and review work in connection with a county block, determine whether such county block is the final transmittal from the county. The notation "final transmittal" should appear at the top of RF-2 for each lot in the county block if such county block is the final transmittal. If RF-2 bears the notation "See Co. block No. \_\_\_\_ for this county", obtain the appropriate county block if all computation and review work in connection with such county block is completed. Obtain from the Accounting Section copies of all Forms ACP-13B for the appropriate county. Use the copies of ACP-13B which were returned from the Disbursing Office. Check the range of serial numbers on ACP-13B and on Forms RF-2 attached to the final transmittal to determine that no county blocks or lots are missing.

The percent of administrative expenses for each county shall be determined by the use of Form NCR-24, which shall be prepared in quadruplicate. A sample copy of NCR-24 is attached at the end of this Part V. A sufficient supply should be mimeographed in each State office. The computations on NCR-24 will be based upon subtotals obtained from Forms ACP-13B and from Forms NCR-12, NCR-15, and NCR-17 in the final transmittal. For the purpose of these instructions, "final transmittal" shall mean the final transmittal and any other transmittal from the same county for which initial payments have not been made.

1. Prepare NCR-24 as follows:

- a. Obtain subtotals of column (c) of ACP-13B for all Forms NCR-12, NCR-15, and NCR-17. Enter the results in 1(a), 2(a), and 3(a), respectively, of NCR-24. Verify such subtotals by checking the items on the adding machine tape against ACP-13B.

Note: All serial numbers under 5,000 represent Forms NCR-12. Serial numbers in the 5,000 series represent Forms NCR-15. Serial numbers in the 7,000 series represent Forms NCR-17.



- b. Multiply the entries in 1(a), 2(a), and 3(a), by 1.07 and enter the results in 1(b), 2(b), and 3(b), respectively.
- c. Obtain subtotals of column (d) of ACP-13B for all Forms NCR-12, NCR-15, and NCR-17 and enter such subtotals in 4(b), 5(b), and 6(b), respectively, of NCR-24. Verify such subtotals by checking the items on the adding machine tape against ACP-13B.
- d. 7(b) of NCR-24 shall be obtained by adding 1(b) and 4(b).
- e. 8(b) of NCR-24 shall be obtained by adding 2(b) and 5(b).
- f. 9(b) of NCR-24 shall be obtained by adding 3(b) and 6(b).
- g. Enter in 7(c) of NCR-24 a subtotal of gross payments for all Forms NCR-12 in the final transmittal, which subtotal shall be obtained by adding the entries in 31(f) of the related Forms NCR-14. Verify the subtotal obtained by checking the items on the adding machine tape against the Forms NCR-14.
- h. Enter in 8(c) of NCR-24 a subtotal of gross payments, for all Forms NCR-15 in the final transmittal, which subtotal shall be obtained by adding the entries in item 23 of Part VIII of the related Forms NCR-16. Verify the subtotal obtained by checking the items on the adding machine tape against the Forms NCR-16.
- i. Enter in 9(c) of NCR-24 a subtotal of gross payments for all Forms NCR-17 in the final transmittal, which subtotal shall be obtained by adding the entries in column (u) of the related Forms NCR-18C for all sharecroppers and for operators when such operators executed Forms NCR-12. Include also the entry in column (u) of Forms NCR-18C for landlords when such landlords executed Forms NCR-12 and such Forms NCR-12 are included in the final transmittal. If NCR-23, Revised, is attached to an NCR-12 in the final transmittal, include in this subtotal the entry in item 10 of such NCR-23, Revised. If NCR-23 is attached to an NCR-12 in the final transmittal, include in this subtotal a figure obtained by multiplying item 10 of such NCR-23 by 1.07 and adding to such product the entry in item 11 of such NCR-23. Verify the subtotal obtained by checking the items on the adding machine tape against the respective Forms NCR-18C, NCR-23 and NCR-23, Revised.
- j. 10(b) of NCR-24 shall be obtained by adding the number of Forms NCR-12 listed on ACP-13B.

- k. 11(b) of NCR-24 shall be obtained by adding the number of Forms NCR-15 listed on ACP-13B.
- l. 10(c) of NCR-24 shall be obtained by counting the number of Forms NCR-12 in the final transmittal. Do not include Forms NCR-12 which cover cotton farms or sharecropper farms and do not include "No Payment" cases.
- m. 11(c) of NCR-24 shall be obtained by adding the number of Forms NCR-15 in the final transmittal. Do not include Forms NCR-15 which cover cotton farms or sharecropper farms and do not include "No Payment" cases.
- n. Obtain entries in 7(d), 8(d), 9(d), 10(d), and 11(d) of NCR-24 by adding the entries in columns (b) and (c) for lines 7, 8, 9, 10, and 11, respectively.
- o. 12(d) of NCR-24 shall be obtained by dividing 7(d) by 10(d).
- p. 13(d) of NCR-24 shall be obtained by dividing 8(d) by 11(d).
- q. For counties in Areas "B" and "C" the number of Forms NCR-12 and NCR-15 which do not cover cotton farms may not be large enough to obtain accurate averages in 12(d) and 13(d). For these counties, obtain 12(d) and 13(d) as follows:
  - (1) Obtain a subtotal of gross payments for at least 100 Forms NCR-12 in the final transmittal, which cover cotton farms and sharecropper farms. Include payments to the operator and all sharecroppers when an NCR-17 is attached to the NCR-12 and include payments to the landlord when NCR-17 is not attached to the NCR-12. Verify such subtotal.
  - (2) Divide the subtotal just obtained by the total number of Forms NCR-12 and enter the result in 12(d) of NCR-24.
  - (3) Obtain a subtotal of gross payments for at least 100 Forms NCR-15 which cover cotton farms and sharecropper farms. Obtain data from Forms NCR-15 in the final transmittal, to which Forms NCR-17 or NCR-23 are attached or from copies of Forms NCR-16 in the files located in the Receiving and Files Unit, to which copies of Forms NCR-18 are attached. Verify such subtotal.

- (4) Divide the subtotal just obtained by the total number of Forms NCR-15 and enter the result in 13(d) of NCR-24.
- r. Determine the number of suspended Forms NCR-12 and NCR-15 in the Application Clearance Unit and the number of such forms suspended from the final transmittal. Enter such numbers in items 14(d) and 15(d), respectively, of NCR-24. Include suspended Forms NCR-12 and NCR-15 to which Forms NCR-17 are attached.
  - s. 16(d) of NCR-24 shall be obtained by multiplying 12(d) by 14(d).
  - t. 17(d) of NCR-24 shall be obtained by multiplying 13(d) by 15(d).
  - u. 18(d) of NCR-24 shall be obtained by adding 7(d), 8(d), 9(d), 16(d), and 17(d).
  - v. 19(d) shall be obtained by multiplying 18(d) by a figure determined by the State Committee to be a sufficient allowance for applications yet to be transmitted by the county. If necessary, the State Committee may communicate with the county committee to obtain information regarding this matter. The allowance may not exceed 2 percent of 19(d) of NCR-24 and if it is felt that the number of applications yet to be received would warrant a larger allowance, the work on NCR-24 shall be discontinued until the remaining applications are received from the county.
  - w. 20(d) of NCR-24 shall be obtained by adding 18(d) and 19(d).
  - x. The entry for 21(d) of NCR-24 shall be obtained from the Accounting Section where the total Administrative Expenses for the county will have been determined on NCR Office Form No. 5. At the time this item is obtained from the Accounting Section, advise the Accounting Section of the total gross payments as shown in item 20(d) of NCR-24.
  - y. 22(d) of NCR-24 shall be obtained by dividing 21(d) by 20(d). Enter the result as a ratio.
2. Verify all computations on NCR-24 to insure accuracy.
3. After the computations on NCR-24 have been verified, refer all copies of NCR-24 to the Chairman of the State Committee for approval. The Chairman will sign all copies and will retain one copy. One of the remaining copies shall be



transmitted to the person in charge of the Application for Payment Section, one copy transmitted to the Director of the North Central Division in Washington and the original shall be retained in the Computation Unit.

4. The person in charge of the Computation Unit shall enter the percent of administrative expenses on the RF-2 for each lot in the final transmittal. If the percent is in excess of 0.1000, enter 0.1000.

V. Instructions to Computing Clerks for Completing Computations on Forms NCR-14, NCR-16 and NCR-18.

The final transmittal shall be assigned, by lots, to computing clerks who shall complete the computations on Forms NCR-14, NCR-16 and NCR-18 as follows:

1. In the case of NCR-14
  - a. Enter in the blank space in line 32 following the word "expenses" the percent of administrative expenses determined under Section IV, supra.
  - b. 32(f) shall be obtained by multiplying 31(f) by the percentage figure entered in line 32 after the word "expenses."
  - c. 33(f) shall be obtained by subtracting from 31(f) the entry in 32(f).
2. In the case of NCR-16
  - a. Enter in item 24 of Part VIII immediately following the word "times" the percent of administrative expenses determined under Section IV, supra.
  - b. Item 24 of Part VIII shall be obtained by multiplying item 23 by the percent entered in line 24 after the word "times."
  - c. Item 25 of Part VIII shall be obtained by subtracting from item 23 the entry in item 24.
3. In the case of NCR-18C obtain entries for columns (v) and (w) as set forth in Part V, Section I, paragraph 9, of NCR-20a, Revised.



VI. Instructions to Review Clerks for Verifying Computations on Forms NCR-14, NCR-16 and NCR-18.

A review clerk shall verify the computations on Forms NCR-14, NCR-16, and NCR-18 as follows:

1. For Forms NCR-14 repeat the calculations set forth in Section V, paragraph 1, supra.
2. For Forms NCR-16 repeat the calculations set forth in Section V, paragraph 2, supra.
3. For Forms NCR-18C verify computations in columns (v) and (w) as set forth in Part V, Section II, paragraph 5, of NCR-20a, Revised.

VII. Instructions to Review Clerks for Execution of Certificate of Administrative Officer.

Execute the Certificate of Administrative Officer on Forms NCR-12, NCR-15, and NCR-17, as follows:

1. In the case of NCR-12
  - a. Transfer 31(f) of the related NCR-14 to the space following the words "Amount of Payment."
  - b. Transfer the percentage figure in line 32 of NCR-14 immediately following the word "expenses" to the blank space following the word "less", and transfer 32(f) of NCR-14 to the space following the words "percent for local administrative expenses."
  - c. Transfer 33(f) of NCR-14 to the space following the words "Approved Payment to Applicant."
  - d. Enter the date and sign in the spaces provided therefor.
2. In the case of an NCR-15
  - a. Transfer item 23 of Part VIII of the related NCR-16 to the space following the words "Amount of Payment."
  - b. Transfer the percentage figure in item 24 of Part VIII of NCR-16 immediately following the word "times" to the space following the word "less", and transfer item 24 of Part VIII of NCR-16 to the space following the words "percent for local administrative expenses."

- c. Transfer item 25 of Part VIII of NCR-16 to the space following the words "Approved Payment to Applicant."
  - d. Enter the date and sign in the spaces provided therefor.
3. In the case of an NCR-17
- a. Add the entries in column (u) of NCR-18C opposite the names of the sharecroppers who signed NCR-17 and transfer the total to the space following the words "Gross Payment to Sharecroppers."
  - b. Add the entries in column (v) of NCR-18C opposite the names of the sharecroppers who signed NCR-17 and transfer the total to the space following the words "Administrative Expenses."
  - c. Enter in column (q) of NCR-17 opposite the name of each sharecropper who signed in column (r) the amount shown in column (w) of NCR-18C opposite the name of such sharecropper. Enter "xxx" in column (q) opposite the names of the landlord and operator. Obtain a total for column (q) and transfer such total to the space following the words "Net Payment to Sharecroppers" in the Certificate of Administrative Officer.
  - d. When NCR-17 is not attached to an NCR-12 and an NCR-23, Revised, is attached thereto, transfer the entries in items 10, 11, and 12 of such NCR-23, Revised, to the first, second, and third spaces, respectively, in the Certificate of Administrative Officer on NCR-12. Enter the percent of administrative expenses in the space provided therefor in the Certificate of Administrative Officer.
  - e. When NCR-17 is not attached to an NCR-12 and an NCR-23 is attached thereto, proceed as follows:
    - (1) Multiply item 10 of NCR-23 by 1.07.
    - (2) Add to the result obtained in the preceding step (1) the entry in item 11 of NCR-23 and enter the result in the first space in the Certificate of Administrative Officer on NCR-12.
    - (3) Enter the percent of administrative expenses in the space provided therefor in the Certificate of Administrative Officer on NCR-12.

- (4) Multiply the result obtained in the preceding step (2) by the percent of administrative expenses and enter the result in the second space in the Certificate of Administrative Officer.
- (5) Subtract from the entry in the first space in the Certificate of Administrative Officer the entry in the second space and enter the result in the third space.
- (f) Enter the date and sign in the spaces provided therefor.

VIII. Instructions for Release of County Block.

- 1. After all computation and review work has been completed in connection with all lots in the final transmittal and in connection with all lots in transmittals not previously released to the Payment Schedule Unit, prepare RF-3 in duplicate for each county block, entering thereon in the spaces provided therefor the priority block number and the State and county code. Enter after the words "Released to" the words "Payment Schedule Unit" and enter the date in the space provided therefor. Enter in column (a) the lot numbers and in column (b) the total number of Forms NCR-12 and NCR-15 in each lot. Release the county block and both copies of RF-3 to the Payment Schedule Unit. The original RF-3 will be signed and forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Payment Schedule Unit. If there are any suspended cases in the county block, they shall be released to the Application Clearance Unit, in accordance with instructions in Section IV of Part III. Enter the serial numbers of such suspended cases in Section II of the original RF-2.
- 2. The Forms ACP-13B which were obtained from the Accounting Section shall be returned to the Accounting Section.



ADMINISTRATIVE EXPENSE  
WORK SHEET

	Class I Payments listed on ACP-13B	Data from ACP-13B as adjusted	Data from final transmittal	Total
	(a)	(b)	(c)	(d)
1. Class I Payments - Forms NCR-12			xxx	xxx
2. Class I Payments - Forms NCR-15			xxx	xxx
3. Class I Payments - Forms NCR-17			xxx	xxx
4. Class II Payments - Forms NCR-12			xxx	xxx
5. Class II Payments - Forms NCR-15			xxx	xxx
6. Class II Payments - Forms NCR-17			xxx	xxx
7. Gross Payments - Forms NCR-12				
8. Gross Payments - Forms NCR-15				
9. Gross Payments - Forms NCR-17				
10. Number of Forms NCR-12				
11. Number of Forms NCR-15				
12. Average Payment - Forms NCR-12		xxx	xxx	
13. Average Payment - Forms NCR-15		xxx	xxx	
14. Number of Suspended Forms NCR-12		xxx	xxx	
15. Number of Suspended Forms NCR-15		xxx	xxx	
16. Estimated Payments on Suspended Forms NCR-12		xxx	xxx	
17. Estimated Payment on Suspended Forms NCR-15		xxx	xxx	
18. Total Gross Payments - Sum of items 7(d), 8(d), 9(d), 16(d), and 17(d)		xxx	xxx	
19. Allowance for Additional Transmittal - Item 18 times _____ percent 1/		xxx	xxx	
20. Item 18(d) plus item 19(d)		xxx	xxx	
21. Administrative Expenses		xxx	xxx	
22. Percent of Administrative Expenses		xxx	xxx	

1/ This allowance may vary between zero  
and 2 percent, at the discretion of  
the State Committee.

Approved: \_\_\_\_\_

Chairman of State Committee



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART VI - PAYMENT SCHEDULE UNIT

(Operation No. 6)

The personnel of the Payment Schedule Unit shall consist of computing clerks, typists, adding clerks, and review clerks. Computing clerks shall use lead pencil and review clerks shall use red ink. Review clerks shall work in pairs.

Forms ACP-13 (Revised) and ACP-13C shall be prepared in the Payment Schedule Unit. ACP-13 (Revised) will be used to schedule full payments to applicants in cases where first payment has not been made and will be prepared from Forms NCR-12, NCR-15, and NCR-17. ACP-13C will be used to schedule final payments to applicants in cases where first payment has been made and will be prepared on the basis of data shown on ACP-13B, on which initial payments were scheduled.

When a county block is received in the Payment Schedule Unit, such county block shall be assigned to typists, each typist receiving as many lots as are necessary to include not more than 300 payees. If there are not sufficient lots to provide work for all typists under this procedure, the lots may be divided equally and grouped later.

When a number of Forms ACP-13B are received in the Payment Schedule Unit for the purpose of determining final payment, such forms shall be assigned to computing clerks, each clerk receiving as many sheets of ACP-13B as are necessary to include not more than 300 payees.

When county blocks are received, the work of scheduling full payments for the cases included in such blocks shall be given precedence over the work of scheduling final payments. During slack periods, however, final payments should be scheduled for counties for which the percent of administrative expenses has been determined. Consult the person in charge of the Application for Payment Section to obtain the percent of administrative expenses for any county. If such percent is 0.1000 or greater, use 0.1000.

I. Instructions to Typists.

1. Prepare ACP-13 (Revised) in septuple, original on ACP-13 (Revised) and six copies on ACP-13A (Revised).
  - a. Enter the names of the State and county in the spaces provided therefor.
  - b. Enter the administrative number in the space provided therefor. The administrative number will consist of the State and county code and lot number.

- c. Enter the sheet number in the space provided therefor, numbering the sheets in each lot consecutively, beginning with number one.
  - d. Enter in column (a) the serial number shown on NCR-12, NCR-15, or NCR-17, as the case may be.
  - e. Enter in column (b) the name and address of the payee (applicant). The names and addresses of operators and landlords will be taken from NCR-12 or NCR-15. When NCR-17 is attached to NCR-12 or NCR-15, the names of sharecroppers will be taken from column (r) of such NCR-17. Care should be taken to avoid duplication of names in column (a). Take only the names of sharecroppers from column (r) of NCR-17. The names of payees are to be entered in the same style as the applicant's signature unless the examining clerk has designated a different style by bracketing the portion of the signature which is not to appear on ACP-13 (Revised) or by attaching a slip of paper bearing the proper designation, over the signature of the payee on NCR-12, NCR-15, or NCR-17. In entering names and addresses of payees, type only in the left half of column (b). The right half of this column will be used to obtain signatures of payees as receipts for checks.
  - f. Enter in column (c) the amount. In the case of an NCR-12 this amount will be taken from item 33 (f) of the related NCR-14. For an NCR-15, this amount will be taken from item 25 of Part VIII of the related NCR-16. For an NCR-17, this amount will be taken from column (w) of the related NCR-18C opposite the name of the applicant whose name has been typed in column (b) of ACP-13 (Revised). If the operator or landlord named on NCR-17 executed an NCR-12, the amount to be entered in column (c) of ACP-13 (Revised) shall be taken from column (w) of NCR-18C. If the operator or landlord executed an NCR-15, the entry for column (c) of ACP-13 (Revised) shall be taken from item 25 of Part VIII of NCR-16. When NCR-23 or NCR-23, Revised, rather than an NCR-17, is attached to an NCR-12, an NCR-14 will not have been prepared. In this event the amount will be taken from the space following the words "Approved Payment to Applicant" in the Certificate of Administrative Officer on NCR-12.
2. Release the lot, together with Forms ACP-13 (Revised) to a review clerk. The review clerk will release such forms to an adding clerk who will obtain totals to be entered in the last three spaces in column (c) of ACP-13 (Revised) and will return the lot to the typist.
  3. When the lot is returned by the adding clerk, count the original sheets of ACP-13 (Revised) in the set and enter the number of sheets in the space following the word "of" and preceding the word "sheets" on each sheet of ACP-13 (Revised).

4. Enter in the space following the words "association expenses" at the foot of ACP-13 (Revised) the percent of administrative expenses for the county, obtaining such entry from the space following the word "Less" in the Certificate of Administrative Officer on Forms NCR-12 and NCR-15 in the lot.
5. Enter in column (c) of the last sheet of ACP-13 (Revised) in the set the "Total Net Amount to Payees"; the "Total deductions (association expenses \_\_\_\_\_%)" and the "Total Gross Amounts", obtaining such amounts from the adding machine tape attached to the Forms ACP-13 (Revised) by the adding clerk.
6. After a set of Forms ACP-13 (Revised) has been completed, prepare ACP-14 in triplicate, original on ACP-14 and two copies on ACP-14a for such set.
  - a. Enter the administrative number in the space provided therefor in the upper right-hand corner.
  - b. Enter in the space following the word "Office" in the upper central part of the form the name of the office in which the form is being prepared, as, for example, "Ohio State Office", or "Iowa State Office".
  - c. Enter in the space following the words "Prepared at" in the upper central part of the form the name of the city in which the State office is located.
  - d. Enter in the space following the words "The United States, Dr. To: Persons named on the attached Continuation Sheet (Payees)" in the central part of the form the name of the first payee shown on the set of Forms ACP-13 (Revised) for the lot and after such name enter the phrase "et al.".
  - e. Enter in the spaces provided therefor in the certification the numbers of the first and last pages of Forms ACP-13 (Revised) in the set.
  - f. Enter in the space following the word "Aggregating" in the certification the amount shown in column (c) of the last sheet of the set of Forms ACP-13 (Revised) opposite the words "Total Net Amount to Payees".
  - g. Enter in the space following the word "Title" in the certification the title of the certifying officer, such as "Chairman, Ohio Agri. Cons. Comm." or "Member, Iowa Agri. Cons. Comm.".
  - h. Enter in the space provided therefor the date of preparation of ACP-14.
7. When Forms ACP-13 (Revised) and ACP-14 have been prepared for a number of lots, prepare ACP-22 in septuple, covering as many lots as will include not more than 300 payees.



- a. Enter in the space above the words "Department or Establishment" the word "Agriculture".
- b. Enter in the space above the words "Bureau or Office" the letters "A.A.A." and the name of the State office, as, for example, "A.A.A. Ill. State Office".
- c. Enter in the space following the word "By" the name "G.F. Allen".
- d. Enter in the space above the words "Title or Rank" the words "Chief Disbursing Officer".
- e. Enter in the space above the word "Station" the city and State where the Regional Disbursing Office is located. The Regional Disbursing Offices in the North Central Region are located as follows:

<u>City</u>	<u>States</u>
Chicago, Illinois	Iowa, Wisconsin, Illinois, Indiana, and Michigan
Cleveland, Ohio	Ohio
St. Louis, Missouri	Missouri
Minneapolis, Minnesota	Minnesota and South Dakota.
Kansas City, Missouri	Nebraska.

- f. Enter in the space following the word "Period" the name of the month during which ACP-22 is prepared, except that if ACP-22 is prepared After the 20th day of the month, the name of the next month shall be entered.
- g. Enter the Disbursing Officer's symbol number in the space provided therefor.
- h. Enter the bureau schedule number in the space provided therefor. This number will be furnished by the person in charge of the Payment Schedule Unit, who shall keep a register of bureau schedule numbers and assign such numbers consecutively, to Forms ACP-22 as such forms are prepared.
- i. Enter in the space following the word "Date" the date of preparation of ACP-22.
- j. Enter in the space following the words "Appropriation or Fund" the following: "126/72215(21)2 C&UALRUSDA".
- k. Enter in the column headed "Bureau or Office Voucher No." the administrative number shown on each set of Forms ACP-13 (Revised) and ACP-14 for which ACP-22 is being prepared.



- l. Enter in the column headed "Payee" the name of the first payee listed on each set of Forms ACP-13 (Revised) and after such name enter the phrase "et al."
  - m. Enter in the column headed "Gross Amount" the amount entered opposite the words "Total Gross Amounts" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - n. Enter in the column headed "Deduction" the amount entered opposite the words "Total Deductions (association expense \_\_\_\_\_%)" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - o. Enter in the column headed "Net Amount Due" the amount entered opposite the words "Total Net Amount to Payees" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - p. Enter in the space over the word "Title" at the bottom of ACP-22 the title of the certifying officer.
8. Release ACP-22 together with all lots covered by ACP-22 and the related Forms ACP-13 (Revised) and ACP-14 to the review clerk. The review clerk will release such forms to the adding clerk who will obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22 and will then return all forms covered by ACP-22 to the typist.
  9. When ACP-22 and related forms are returned by the adding clerk, enter in the spaces provided therefor the totals for the columns headed "Gross Amount", "Deduction", and "Net Amount Due" obtaining such totals from the adding machine tape.
  10. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release ACP-22 and all related forms to the review clerk.
  11. Preparation of ACP-13C.

ACP-13C will be prepared in pencil by a computing clerk and released to a review clerk. The review clerk, after verifying all entries, will release the pencil copy of ACP-13C together with ACP-13B, listing the cases to be covered by ACP-13C, to the typist. Prepare ACP-13C in septuple, original on ACP-13C and six copies on ACP-13a.

- a. Enter the names of the State and county, the administrative number and the sheet number in the spaces provided therefor, obtaining the names of the State and county from ACP-13B and the administrative number from the pencil copy of ACP-13C.
- b. Enter in the upper right-hand corner of ACP-13C the bureau schedule number of the schedule of disbursements (ACP-22) with which the lot was included for the initial payment.

This number may be obtained from the register of bureau schedule numbers maintained by the person in charge of the Payment Schedule Unit.

- c. Enter in column (a) the serial number, which will be taken from the right-hand side of column (b) of the pencil copy of ACP-13C.
  - d. Enter in column (b) the name and address of the payee (applicant) which will be taken from column (b) of ACP-13B opposite the serial number which has been typed in column (a) of ACP-13C.
  - e. Enter in column (c) the final net payment, which will be taken from column (c) of the pencil copy of ACP-13C.
  - f. Enter in the spaces provided therefor in column (c) of the last sheet of ACP-13C for the lot the total final payments, the total initial payments, the percent of administrative expenses, the total deductions for association expenses and the total gross amounts, taking such items from the last sheet of the pencil copy of ACP-13C.
  - g. Count the original sheets of ACP-13C in the set and enter the number of sheets in the space following the word "of" and preceding the word "sheets" at the top of each sheet of ACP-13C.
12. When a lot bearing a lot number followed by a letter other than the letter "a" is received, indicating that final payments for one or more cases listed on ACP-13B are to be scheduled, type ACP-13C as indicated in the preceding paragraph 11 and in addition, type one copy of ACP-13B, showing data in columns (a) to (e), inclusive, for the case or cases listed on ACP-13C, and in addition the data shown on ACP-13B in the two lines beneath the words "Continuation Sheet". Attach such ACP-13B to the set of Forms ACP-13C.
13. After a set of Forms ACP-13C is completed, prepare ACP-14 in triplicate, original on ACP-14 and two copies on ACP-14a for such set. Follow the instructions in paragraph 6 of this Section I except that the amount to be entered in the certification in the space following the word "aggregating" shall be taken from the last sheet of ACP-13C in the set opposite the words "Total Final Payments".
14. When Forms ACP-13C and ACP-14 have been completed for as many lots as will include not more than 300 payees, prepare ACP-22 for such lots, following the instructions in paragraph 7 of this Section I, except that

- a. The entries for the column headed "Gross Amount" shall be taken from the last sheet of the pencil copy of ACP-13C for each lot, beneath the words "Checked By".
  - b. The entries for the column headed "Deduction" shall be taken from the last sheet of ACP-13C for each lot, opposite the words "Total deductions (association expense \_\_\_\_\_%)".
  - c. The entries for the column headed "Net Amount Due" shall be taken from the last sheet of ACP-13C for each lot, opposite the words "Total Final Payments".
15. Release ACP-22, together with the related Forms ACP-13C and ACP-14 and the Forms ACP-13B from which Forms ACP-13C were prepared, to the review clerk. The review clerk will release such forms to the adding clerk, who will obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22 and will return the forms to the typist.
  16. Upon receipt of ACP-22 and all related forms from the adding clerk, enter in the spaces provided therefor the totals of the columns headed "Gross Amount", "Deduction", and "Net Amount Due", obtaining such totals from the adding machine tape.
  17. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release ACP-22 and all related forms to the review clerk.

## II. Instructions to Review Clerks.

When an error is found on an ACP-13 (Revised), ACP-13C, ACP-14, or ACP-22, correct such error on all copies of the form. If a large number of errors is detected, the form should be returned to the typist to be retyped.

1. When a set of Forms ACP-13 (Revised) is received, verify the entries on such forms as follows:
  - a. Verify the names of the State and county and the administrative number by checking such items against RF-2.
  - b. Verify the serial numbers in column (a) by checking against the serial numbers on Forms NCR-12, NCR-15, and NCR-17 in the lot.
  - c. Verify the names and addresses of payees in column (b) by checking against the names and addresses on Forms NCR-12, NCR-15, and NCR-17 in the lot.



- d. Verify the amounts in column (c) by checking against the corresponding amounts on Forms NCR-12, NCR-15, and NCR-17 and also against Forms NCR-14, NCR-16, and NCR-18.
  - e. Check the last serial number on each sheet of ACP-13 (Revised) against the first serial number on the next succeeding sheet to make certain that such serial number has not been duplicated.
2. Initial the original and the first two copies of ACP-13 (Revised) and release the lot, together with the set of Forms ACP-13 (Revised) to the adding clerk. The adding clerk will obtain the total net amount to payees, the total deductions, and total gross amounts for the set of Forms ACP-13 (Revised) and release the lot to the typist who will enter such totals in the appropriate spaces and prepare ACP-14 for the lot and ACP-22 for one or more lots.
  3. When a set of Forms ACP-22, together with Forms ACP-13 (Revised) and ACP-14 for the lots covered by ACP-22, is released by the typist, the review clerk shall check the totals on each set of Forms ACP-13 (Revised) and all entries on Forms ACP-14 and ACP-22, correcting errors when necessary. After all forms have been reviewed, initial all Forms ACP-14, ACP-14a and ACP-22 and release such forms to the adding clerk.
  4. The adding clerk will obtain totals for ACP-22 and release such forms to the typist who will enter the totals in the appropriate spaces on ACP-22.
  5. When ACP-22, together with the lots and related forms is returned by the typist, check the totals on ACP-22 against the adding machine tape.
  6. Sign and enter the date in the spaces provided therefor in Section III of RF-2 and release Forms ACP-22, ACP-13 (Revised) and ACP-14, together with the lots covered by such forms.
  7. When a set of Forms ACP-22, together with one or more sets of Forms ACP-13C and ACP-14, is received, verify all entries on such forms as follows:
    - a. On Forms ACP-13C
      - (1) Verify the names of the State and county by checking against the ACP-13B listing initial payments.
      - (2) Verify the administrative number, the serial numbers in column (a), the amounts in column (c), and the totals on the last sheet of each set by checking against the corresponding items on the pencil copy of ACP-13C.



- (3) Verify the names and addresses of payees (applicants) in column (b) by checking against the names and addresses of the payees listed in column (b) of ACP-13B opposite the serial numbers which have been entered in column (a) of ACP-13C.
  - (4) Enter the number "1" to the right of every serial number on ACP-13B for which a final payment has been scheduled. Later, if final payments are scheduled for other cases on ACP-13B, enter the number "2", "3", etc., depending on the number of Forms ACP-13C which have been prepared for the set of Forms ACP-13B. For example, when the second final payment lot for a set of Forms ACP-13B is prepared, enter the number "2" to the left of the serial numbers on ACP-13B for which final payment is being scheduled.
- b. On Forms ACP-14 and ACP-22, verify all entries by checking against the items used by the typist in preparing such forms (see paragraphs 6, 7, 13, and 14 of Section I of this Part VI).
8. Release ACP-22 and the related Forms ACP-13C, ACP-13B, and ACP-14 to the adding clerk.
  9. When the adding clerk has obtained totals for ACP-22, he will release ACP-22 and related forms to the typist, who will enter such totals in the appropriate spaces and release the forms to the review clerk.
  10. When a set of Forms ACP-22 and related forms is received from the typist verify the totals on ACP-22 by checking against the adding machine tape.
  11. Release the set of Forms ACP-13B from which ACP-13C was prepared, together with the pencil copy of ACP-13C, to the Accounting Section and obtain from the Accounting Section the set of Forms ACP-13B which was returned to the State office from the General Accounting Office. Attach this set of Forms ACP-13B to the set of Forms ACP-13C, ACP-14, and ACP-22.
  12. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release Forms ACP-22, ACP-13C, and ACP-14, together with the related Forms ACP-13B.

### III. Instructions to Adding Clerks.

1. When a set of Forms ACP-13 (Revised), together with the related applications for payment, is received from the review clerk, obtain the following totals, rechecking each total to insure accuracy.
  - a. Obtain the total net amount to payees by adding the entries in column (c) of ACP-13 (Revised) for all payees included in the lot.

- b. Obtain the total deductions for administrative expense by adding
  - (1) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-12 in the lot.
  - (2) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-15 in the lot.
  - (3) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-17 in the lot.
- c. Obtain the total gross amounts by adding
  - (1) The entries opposite the words "Amount of Payment" in the Certificate of Administrative Officer on all Forms NCR-12 in the lot.
  - (2) The entries opposite the words "Amount of Payment" in the Certificate of Administrative Officer on all Forms NCR-15 in the lot.
  - (3) The entries opposite the words "Gross Payment to Sharecroppers" in the Certificate of Administrative Officer on all Forms NCR-17 in the lot.
2. When totals have been obtained for ACP-13 (Revised) indicate on the adding machine tape the nature of each total. For example, identify the total obtained under paragraph 1a of this Section III as "Total Net Amount to Payees". Attach the adding machine tape to ACP-13 (Revised) and release the lot to the typist.
3. When a set of Forms ACP-22 and related forms are received from the review clerk, obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22. Identify such totals on the adding machine tape, attach the tape to ACP-22, and release ACP-22 and related forms to the typist.
4. When pencil copies of ACP-13C for a lot, accompanied by Forms ACP-13B, are received from the computing clerk in the Payment Schedule Unit, obtain the following totals, rechecking each total to insure accuracy.
  - a. Obtain a total of column (c) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Net Class I payments".

- b. Obtain a total of column (d) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Class II payments".
  - c. Obtain a total of column (e) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Initial Payments".
  - d. Obtain a total of column (c) of the pencil copies of ACP-13C for the lot. Label such total "Total Final Payments".
5. Attach to ACP-13C the adding machine tape containing the four totals referred to in the preceding paragraph 4 and return ACP-13C and ACP-13B to the computing clerk.

IV. Instructions to Computing Clerks.

When Forms ACP-13B for a county are received from the Accounting Section, such forms shall be assembled by lots. A final payment lot shall include the same cases which were included in the first payment lot, except for the omission of cases on which claims are pending. Such cases will be identified by the notation "adj." to the left of the serial numbers on ACP-13B.

Prepare RF-2 in duplicate for each lot. Enter in the space following the words "Priority Block No." the word "Final". Enter the State and county code and lot number. The lot number shall be the same as the first payment lot number, except that it shall be followed by the letter "a". For example, cases included in lot number 12 for first payment will be included in lot number 12a for final payment. Later, if claims cases are released, they will be included in lots bearing the same number as the first payment lot, followed by the letters "b", "c", etc. Indicate in Section I of RF-2 the serial numbers included in the final payment lot, following instructions in Section III of Part II. Release the original of RF-2 to the record clerk in the Receiving and Files Unit and attach the copy of RF-2 to the set of Forms ACP-13B.

Computing clerks shall prepare ACP-13C in pencil, using ACP-13B as a basis for determining final payments. Do not perform any of the computations hereinafter set forth for claims cases.

1. Obtain a final Class I Payment factor as follows:
  - a. Subtract from 100 percent the percent of administrative expenses determined for the county in the Computation Unit and multiply the result by 1.07.



- b. Subtract 90 percent from the product derived in the preceding item a. The result is the final Class I Payment factor.
2. Obtain a final Class II Payment factor by subtracting from 10 percent the percent of administrative expenses for the county.
3. The person in charge of the Payment Schedule Unit shall verify the factors obtained in the preceding paragraphs 1 and 2.
4. Enter on ACP-13C the administrative number, which will consist of the State and county code and the lot number shown on RF-2. No other information need be entered at the top of ACP-13C at this time.
5. Enter in the right-hand side of column (b) of ACP-13C all serial numbers entered on Forms ACP-13B for the lot, except those marked "Adj.".
6. Make no other entries in column (b).
7. Obtain the entries for column (c) as follows:
  - a. Multiply column (c) of ACP-13B by the Final Class I Payment factor.
  - b. Multiply column (d) of ACP-13B by the final Class II Payment factor.
  - c. Add the results obtained in the preceding items a and b and enter the result in column (c) of ACP-13C.

Note: When a negative number appears in column (c) of ACP-13B, multiply such number by the final Class I Payment factor and add the result algebraically to the result obtained when column (d) of ACP-13B is multiplied by the final Class II Payment factor. If the result of such addition is a negative number, do not schedule the application for payment on ACP-13C but prepare RF-4, indicating the State and county code, the serial number, and the amount of the overpayment; that is, the negative number. Transmit RF-4 to the subunit of the Application Clearance Unit handling adjustment cases. At the same time enter the notation "Adj." to the left of the serial number of such case on ACP-13B. Enter the same notation on the copy of ACP-13B which was returned from the General Accounting Office. If the result of the addition is a positive number, but is \$0.10 or less, enter the notation "No Payment" to the right of the serial number on ACP-13B. Do not schedule such case on ACP-13C, but prepare RF-4, indicating



the State and County code, the serial number and the amount obtained under item c of this paragraph 7.

8. Another computing clerk shall verify all computations on ACP-13C, repeating the procedure outlined in paragraphs 1 to 7, inclusive, of this Section IV. Thereafter, Forms ACP-13C and ACP-13B shall be released to the adding clerk.
9. When Forms ACP-13C and ACP-13B are returned by the adding clerk, the computing clerk shall obtain and enter totals on the last sheet of ACP-13C for the lot as follows:
  - a. Transfer the totals on the adding machine tapes labeled "Total final payments" and "Total initial payments" to the spaces provided therefor on the last sheet of ACP-13C for the lot.
  - b. Multiply the total on the adding machine tape labeled "Total net class I payments" by 1.07 and add to the result the total on the adding machine tape labeled "Total class II payments". Multiply the result by the percent of administrative expenses and enter the product on the last sheet of ACP-13C opposite the words "Total deductions (association expense \_\_\_\_\_%)".
  - c. Obtain a total for the entries on the last sheet of ACP-13C opposite the words "Total final payments", "Total initial payments" and "Total deductions (association expense \_\_\_\_\_%)", and enter such total on the same sheet opposite the words "Total gross amounts". At the same time enter in the space provided therefor after the words "association expense" the percent of administrative expense for the county.
  - d. Obtain a total for the entries on the last sheet of ACP-13C opposite the words "Total final payments" and "Total deductions (association expense \_\_\_\_\_%)", and enter the result on the same sheet immediately beneath the words "checked by".
10. When pencil copies of ACP-13C are completed, enter initials and the date in the left-hand side of the column for the signature of the typist in Section III of RF-2 and release the lot (RF-2, Forms ACP-13C and Forms ACP-13B) to the typist.

V. Instructions for Release of Lots.

1. When the review work in connection with all lots covered by one ACP-22 has been completed, the original ACP-14 and ACP-22 must be signed by a certifying officer. The certifying officers will be persons duly authorized to sign such forms. When the forms have been signed, detach the second copy of each sheet of ACP-13 (Revised) or ACP-13C in the set and the second copy of ACP-14 for each lot, and the second copy of ACP-22 and forward such forms to the Accounting Section.

2. Detach all copies of NCR-14, NCR-16, and NCR-18 prepared in connection with the final transmittal and transmit such copies to the Statistics Section.
3. Fasten to each NCR-12 or NCR-15 the forms relating thereto, using paper clip pinches if there are six sheets or less and round-headed brass paper fasteners if there are more than six sheets.
4. Arrange the lots in the county block in the following order:
  - a. Form ACP-22 (original and five copies).
  - b. Form ACP-14 (original and one copy) for the lots covered by ACP-22.
  - c. A set of Forms ACP-13 (Revised) or a set of Forms ACP-13C (original and five copies) for each lot covered by ACP-22. For final payment lots, the copy of ACP-13B which was returned to the State office from the General Accounting Office will accompany each set of Forms ACP-13C.
  - d. Forms NCR-12, NCR-15, NCR-17 and the forms attached thereto for each lot in the final transmittal covered by ACP-22.
5. Prepare RF-3 in duplicate. Make no entry in the upper right-hand corner of RF-3 after the words "Priority block No.". Enter the State and county code in the space provided therefor. Enter in the space following the words "Released to" the words "General Accounting Office" and enter the date in the space provided therefor. Enter in column (a) the administrative numbers of all lots covered by ACP-22 and in column (b) the total number of Forms NCR-12 and NCR-15 in each lot. Forward the lots covered by ACP-22 to the General Accounting Office with the proper forms attached thereto. Secure the signature on RF-3 of the person who receives such lots for the General Accounting Office and forward the original RF-3, together with the originals of RF-2, for such lots to the record clerk in the Receiving and Files Unit. The copy of RF-3 may be left with the General Accounting Office.

VI. Instructions for Handling Forms ACP-13C Suspended by the General Accounting Office.

When a typographical or mathematical error on an ACP-13C is detected in the General Accounting Office, the set of Forms ACP-13C will be returned to the State office by the General Accounting Office, accompanied by ACP-14, ACP-13B and three copies of a preaudit difference statement, setting forth the nature of the error or errors. One copy of the preaudit difference statement will be retained in the Accounting Section and the remaining two copies,

together with Forms ACP-13C, ACP-13B, and ACP-14, will be forwarded to the computing clerk in the Payment Schedule Unit.

1. The computing clerk shall obtain the pencil copy of ACP-13C from which the typed copy was prepared and shall check the items which have been listed on the preaudit difference statement as incorrect entries. If it appears that the error on ACP-13C is a typographical error, it shall be corrected on the typed copy with lead pencil. If the entry on the pencil copy of ACP-13C agrees with the entry on the typed copy of ACP-13C, the computing clerk shall recompute such entry following the instructions in Section IV of this Part VI. Recheck the computation to insure accuracy and then enter the correct figure to the right of column (c) of the pencil copy of ACP-13C and to the right of column (c) of the typed copy of ACP-13C drawing a line through the incorrect entries. After all errors listed on the preaudit difference statement are corrected, the computing clerk shall release the set of Forms ACP-13C, together with ACP-13B, ACP-14, and the preaudit difference statement, to an adding clerk.
2. The adding clerk shall obtain totals for ACP-13C and ACP-13B as set forth in Section III, paragraph 4, of this Part VI, and shall return the Forms ACP-13C, ACP-13B, and ACP-14 to the computing clerk.
3. The computing clerk shall obtain and enter totals on the last sheet of ACP-13C for the lot, crossing out the totals which have already been typed on such sheet. Follow the instructions in Section IV, paragraph 8, of this Part VI in obtaining and entering such totals. Thereafter, Forms ACP-13C, ACP-13B, ACP-14, and the preaudit difference statement shall be released to a typist.
4. The typist shall correct ACP-13C, retyping as many sheets as necessary. Form ACP-14 shall also be retyped, if necessary. Thereafter, the typist shall release Forms ACP-13C, ACP-13B, ACP-14, and the preaudit difference statement to a review clerk.
5. The review clerk shall verify all entries on the sheets of ACP-13C which have been retyped by checking against the sheets of ACP-13C upon which the computing clerk indicated the corrections, and shall ascertain that all errors noted on the preaudit difference statement have been corrected. Thereafter, the review clerk shall prepare a reply to the preaudit difference statement, in duplicate, setting forth the steps taken to correct and resubmit the set of Forms ACP-13C to the General Accounting Office. One copy of the preaudit difference statement, one copy of the reply thereto, one copy of the corrected ACP-13C and the pencil copy of ACP-13C shall be released to the Accounting Section and the remaining copy of the preaudit difference statement and the original of the reply



thereto, which shall be signed by the Chairman of the State committee, shall be attached to the corrected set of Forms ACP-13C and ACP-13B.

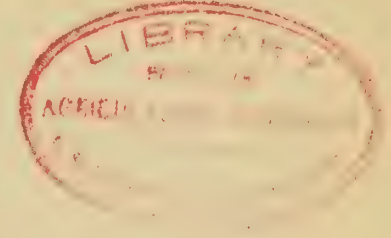
6. Include the corrected set of Forms ACP-13C in the next ACP-22 which is prepared for final payment lots.



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N75FUNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISIONPART VI - PAYMENT SCHEDULE UNIT

(Operation No. 6)



The personnel of the Payment Schedule Unit shall consist of computing clerks, typists, adding clerks, and review clerks. Computing clerks shall use lead pencil and review clerks shall use red ink. Review clerks shall work in pairs.

Forms ACP-13 (Revised) and ACP-13C shall be prepared in the Payment Schedule Unit. ACP-13 (Revised) will be used to schedule full payments to applicants in cases where first payment has not been made and will be prepared from Forms NCR-12, NCR-15, and NCR-17. ACP-13C will be used to schedule final payments to applicants in cases where first payment has been made and will be prepared on the basis of data shown on ACP-13B, on which initial payments were scheduled.

When a county block is received in the Payment Schedule Unit, such county block shall be assigned to typists, each typist receiving as many lots as are necessary to include not more than 300 payees. If there are not sufficient lots to provide work for all typists under this procedure, the lots may be divided equally and grouped later.

When a number of Forms ACP-13B are received in the Payment Schedule Unit for the purpose of determining final payment, such forms shall be assigned to computing clerks, each clerk receiving as many sheets of ACP-13B as are necessary to include not more than 300 payees.

When county blocks are received, the work of scheduling full payments for the cases included in such blocks shall be given precedence over the work of scheduling final payments. During slack periods, however, final payments should be scheduled for counties for which the percent of administrative expenses has been determined. Consult the person in charge of the Application for Payment Section to obtain the percent of administrative expenses for any county. If such percent is 0.1000 or greater, use 0.1000.

I. Instructions to Typists.

1. Prepare ACP-13 (Revised) in septuple, original on ACP-13 (Revised) and six copies on ACP-13a (Revised).
  - a. Enter the names of the State and county in the spaces provided therefor.
  - b. Enter the administrative number in the space provided therefor. The administrative number will consist of the State and county code and lot number.

- c. Enter the sheet number in the space provided therefor, numbering the sheets in each lot consecutively, beginning with number one.
  - d. Enter in column (a) the serial number shown on NCR-12, NCR-15, or NCR-17, as the case may be.
  - e. Enter in column (b) the name and address of the payee (applicant). The names and addresses of operators and landlords will be taken from NCR-12 or NCR-15. When NCR-17 is attached to NCR-12 or NCR-15, the names of sharecroppers will be taken from column (r) of such NCR-17. Care should be taken to avoid duplication of names in column (a). Take only the names of sharecroppers from column (r) of NCR-17. The names of payees are to be entered in the same style as the applicant's signature unless the examining clerk has designated a different style by bracketing the portion of the signature which is not to appear on ACP-13 (Revised) or by attaching a slip of paper bearing the proper designation, over the signature of the payee on NCR-12, NCR-15, or NCR-17. In entering names and addresses of payees, type only in the left half of column (b). The right half of this column will be used to obtain signatures of payees as receipts for checks.
  - f. Enter in column (c) the amount. In the case of an NCR-12 this amount will be taken from item 33 (f) of the related NCR-14. For an NCR-15, this amount will be taken from item 25 of Part VIII of the related NCR-16. For an NCR-17, this amount will be taken from column (w) of the related NCR-18C opposite the name of the applicant whose name has been typed in column (b) of ACP-13 (Revised). If the operator or landlord named on NCR-17 executed an NCR-12, the amount to be entered in column (c) of ACP-13 (Revised) shall be taken from column (w) of NCR-18C. If the operator or landlord executed an NCR-15, the entry for column (c) of ACP-13 (Revised) shall be taken from item 25 of Part VIII of NCR-16. When NCR-23 or NCR-23, Revised, rather than an NCR-17, is attached to an NCR-12, an NCR-14 will not have been prepared. In this event the amount will be taken from the space following the words "Approved Payment to Applicant" in the Certificate of Administrative Officer on NCR-12.
2. Release the lot, together with Forms ACP-13 (Revised) to a review clerk. The review clerk will release such forms to an adding clerk who will obtain totals to be entered in the last three spaces in column (c) of ACP-13 (Revised) and will return the lot to the typist.
  3. When the lot is returned by the adding clerk, count the original sheets of ACP-13 (Revised) in the set and enter the number of sheets in the space following the word "of" and preceding the word "sheets" on each sheet of ACP-13 (Revised).

4. Enter in the space following the words "association expenses" at the foot of ACP-13 (Revised) the percent of administrative expenses for the county, obtaining such entry from the space following the word "Less" in the Certificate of Administrative Officer on Forms NCR-12 and NCR-15 in the lot.
5. Enter in column (c) of the last sheet of ACP-13 (Revised) in the set the "Total Net Amount to Payees", the "Total deductions (association expenses \_\_\_\_\_%)" and the "Total Gross Amounts", obtaining such amounts from the adding machine tape attached to the Forms ACP-13 (Revised) by the adding clerk.
6. After a set of Forms ACP-13 (Revised) has been completed, prepare ACP-14 in triplicate, original on ACP-14 and two copies on ACP-14a for such set.
  - a. Enter the administrative number in the space provided therefor in the upper right-hand corner.
  - b. Enter in the space following the word "Office" in the upper central part of the form the name of the office in which the form is being prepared, as, for example, "Ohio State Office", or "Iowa State Office".
  - c. Enter in the space following the words "Prepared at" in the upper central part of the form the name of the city in which the State office is located.
  - d. Enter in the space following the words "The United States, Dr. To: Persons named on the attached Continuation Sheet (Payees)" in the central part of the form the name of the first payee shown on the set of Forms ACP-13 (Revised) for the lot and after such name enter the phrase "et al.".
  - e. Enter in the spaces provided therefor in the certification the numbers of the first and last pages of Forms ACP-13 (Revised) in the set.
  - f. Enter in the space following the word "Aggregating" in the certification the amount shown in column (c) of the last sheet of the set of Forms ACP-13 (Revised) opposite the words "Total Net Amount to Payees".
  - g. Enter in the space following the word "Title" in the certification the title of the certifying officer, such as "Chairman, Ohio Agri. Cons. Comm." or "Member, Iowa Agri. Cons. Comm.".
  - h. Enter in the space provided therefor the date of preparation of ACP-14.
7. When Forms ACP-13 (Revised) and ACP-14 have been prepared for a number of lots, prepare ACP-22 in septuple, covering as many lots as will include not more than 300 payees.



- a. Enter in the space above the words "Department or Establishment" the word "Agriculture".
- b. Enter in the space above the words "Bureau or Office" the letters "A.A.A." and the name of the State office, as, for example, "A.A.A. Ill. State Office".
- c. Enter in the space following the word "By" the name "G.F. Allen".
- d. Enter in the space above the words "Title or Rank" the words "Chief Disbursing Officer".
- e. Enter in the space above the word "Station" the city and State where the Regional Disbursing Office is located. The Regional Disbursing Offices in the North Central Region are located as follows:

<u>City</u>	<u>States</u>
Chicago, Illinois	Iowa, Wisconsin, Illinois, Indiana, and Michigan
Cleveland, Ohio	Ohio
St. Louis, Missouri	Missouri
Minneapolis, Minnesota	Minnesota and South Dakota.
Kansas City, Missouri	Nebraska.

- f. Enter in the space following the word "Period" the name of the month during which ACP-22 is prepared, except that if ACP-22 is prepared After the 20th day of the month, the name of the next month shall be entered.
- g. Enter the Disbursing Officer's symbol number in the space provided therefor.
- h. Enter the bureau schedule number in the space provided therefor. This number will be furnished by the person in charge of the Payment Schedule Unit, who shall keep a register of bureau schedule numbers and assign such numbers consecutively, to Forms ACP-22 as such forms are prepared.
- i. Enter in the space following the word "Date" the date of preparation of ACP-22.
- j. Enter in the space following the words "Appropriation or Fund" the following: "126/72215(21)2 C&UALRUSDA".
- k. Enter in the column headed "Bureau or Office Voucher No." the administrative number shown on each set of Forms ACP-13 (Revised) and ACP-14 for which ACP-22 is being prepared.



- l. Enter in the column headed "Payee" the name of the first payee listed on each set of Forms ACP-13 (Revised) and after such name enter the phrase "et al."
  - m. Enter in the column headed "Gross Amount" the amount entered opposite the words "Total Gross Amounts" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - n. Enter in the column headed "Deduction" the amount entered opposite the words "Total Deductions (association expense \_\_\_\_\_%)" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - o. Enter in the column headed "Net Amount Due" the amount entered opposite the words "Total Net Amount to Payees" on the last sheet of each set of Forms ACP-13 (Revised) covered by ACP-22.
  - p. Enter in the space over the word "Title" at the bottom of ACP-22 the title of the certifying officer.
8. Release ACP-22 together with all lots covered by ACP-22 and the related Forms ACP-13 (Revised) and ACP-14 to the review clerk. The review clerk will release such forms to the adding clerk who will obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22 and will then return all forms covered by ACP-22 to the typist.
  9. When ACP-22 and related forms are returned by the adding clerk, enter in the spaces provided therefor the totals for the columns headed "Gross Amount", "Deduction", and "Net Amount Due" obtaining such totals from the adding machine tape.
  10. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release ACP-22 and all related forms to the review clerk.
  11. Preparation of ACP-13C.

Final payments will be entered in pencil in column (f) of the copy of ACP-13B which was returned to the State office from the Regional Disbursing Office. When all entries on ACP-13B have been verified by the Review Clerk, ACP-13B will be released to the typist. Prepare ACP-13C in septuple, original on ACP-13C and 6 copies on ACP-13Ca.

- a. Enter the names of the State and county, the administrative number and the sheet number in the spaces provided therefor. Obtain the names of the State and county from ACP-13B. The administrative number will be the same as the administrative number on ACP-13B, except that it shall be followed by the letter "a".

- b. Enter in the upper right-hand corner of ACP-13C the bureau schedule number of the Schedule of Disbursements (ACP-22) with which the lot was included for the initial payment. This number may be obtained from the register of bureau schedule numbers maintained by the person in charge of the Payment Schedule Unit.
  - c. Enter in column (a) the serial number, which will be taken from column (a) of ACP-13B. Do not list any serial number which is followed by the notation "Adj." or the words "No payment".
  - d. Enter in column (b) the name and address of the payee (applicant), which will be taken from column (b) of ACP-13B opposite the serial number which has been typed in column (a) of ACP-13C.
  - e. Enter in column (c) the final net payment which will be taken from column (f) of ACP-13B.
  - f. Enter in the space provided therefor in column (c) of the last sheet of ACP-13C for the lot, the total final payments, the total initial payments, the percent of administrative expenses, the total deductions for administrative expenses, and the total gross payments. Such items will appear on the last sheet of ACP-13B, or on a slip of paper attached thereto.
  - g. Count the original sheets of ACP-13C and enter the number of sheets in the space following the word "of" and preceding the word "sheets" at the top of each sheet of ACP-13C.
12. When a lot bearing a lot number followed by a letter other than the letter "a" is received, indicating that final payments for one or more cases listed on ACP-13B are to be scheduled, type ACP-13C as indicated in the preceding paragraph 11 and in addition, type one copy of ACP-13B, showing data in columns (a) to (e), inclusive, for the case or cases listed on ACP-13C, and in addition the data shown on ACP-13B in the two lines beneath the words "Continuation Sheet". Attach such ACP-13B to the set of Forms ACP-13C.
13. After a set of Forms ACP-13C is completed, prepare ACP-14 in triplicate, original on ACP-14 and two copies on ACP-14a for such set. Follow the instructions in paragraph 6 of this Section I except that the amount to be entered in the certification in the space following the word "Aggregating" shall be taken from the last sheet of ACP-13C in the set opposite the words "Total Final Payments".
14. When Forms ACP-13C and ACP-14 have been completed for as many lots as will include not more than 300 payees, prepare ACP-22 for such lots, following the instructions in paragraph 7 of this Section I, except that

- a. The entries for the column headed "Gross Amount" shall be taken from the last sheet of ACP-13B for each lot or on the slip of paper attached thereto, opposite the words "Total gross final payments".
  - b. The entries for the column headed "Deduction" shall be taken from the last sheet of ACP-13C for each lot, opposite the words "Total deductions (association expense \_\_\_\_\_ %)".
  - c. The entries for the column headed "Net Amount Due" shall be taken from the last sheet of ACP-13C for each lot, opposite the words "Total Final Payments".
15. Release ACP-22, together with the related Forms ACP-13C and ACP-14 and the Forms ACP-13B from which Forms ACP-13C were prepared, to the review clerk. The review clerk will release such forms to the adding clerk, who will obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22 and will return the forms to the typist.
  16. Upon receipt of ACP-22 and all related forms from the adding clerk, enter in the spaces provided therefor the totals of the columns headed "Gross Amount", "Deduction", and "Net Amount Due", obtaining such totals from the adding machine tape.
  17. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release ACP-22 and all related forms to the review clerk.

## II. Instructions to Review Clerks.

When an error is found on an ACP-13 (Revised), ACP-13C, ACP-14, or ACP-22, correct such error on all copies of the form. If a large number of errors is detected, the form should be returned to the typist to be retyped.

1. When a set of Forms ACP-13 (Revised) is received, verify the entries on such forms as follows:
  - a. Verify the names of the State and county and the administrative number by checking such items against RF-2.
  - b. Verify the serial numbers in column (a) by checking against the serial numbers on Forms NCR-12, NCR-15, and NCR-17 in the lot.
  - c. Verify the names and addresses of payees in column (b) by checking against the names and addresses on Forms NCR-12, NCR-15, and NCR-17 in the lot.



- d. Verify the amounts in column (c) by checking against the corresponding amounts on Forms NCR-12, NCR-15, and NCR-17 and also against Forms NCR-14, NCR-16, and NCR-18.
  - e. Check the last serial number on each sheet of ACP-13 (Revised) against the first serial number on the next succeeding sheet to make certain that such serial number has not been duplicated.
2. Initial the original and the first two copies of ACP-13 (Revised) and release the lot, together with the set of Forms ACP-13 (Revised) to the adding clerk. The adding clerk will obtain the total net amount to payees, the total deductions, and total gross amounts for the set of Forms ACP-13 (Revised) and release the lot to the typist who will enter such totals in the appropriate spaces and prepare ACP-14 for the lot and ACP-22 for one or more lots.
  3. When a set of Forms ACP-22, together with Forms ACP-13 (Revised) and ACP-14 for the lots covered by ACP-22, is released by the typist, the review clerk shall check the totals on each set of Forms ACP-13 (Revised) and all entries on Forms ACP-14 and ACP-22, correcting errors when necessary. After all forms have been reviewed, initial all Forms ACP-14, ACP-14a and ACP-22 and release such forms to the adding clerk.
  4. The adding clerk will obtain totals for ACP-22 and release such forms to the typist who will enter the totals in the appropriate spaces on ACP-22.
  5. When ACP-22, together with the lots and related forms is returned by the typist, check the totals on ACP-22 against the adding machine tape.
  6. Sign and enter the date in the spaces provided therefor in Section III of RF-2 and release Forms ACP-22, ACP-13 (Revised) and ACP-14, together with the lots covered by such forms.
  7. When a set of Forms ACP-22, together with one or more sets of Forms ACP-13C and ACP-14, is received, verify all entries on such forms as follows:
    - a. On Forms ACP-13C
      - (1) Verify the names of the State and county by checking against the ACP-13B listing initial payments.
      - (2) Verify the administrative number by checking against the administrative number on ACP-13B. Such numbers will be the same except that the administrative number on ACP-13C will be followed by the letter "a".
      - (3) Verify the serial numbers in column (a) and the amounts in column (c) by checking against the serial numbers in column (a) and the amounts in column (f), respectively, of ACP-13B.



- (4) Verify the names and addresses of payees (applicants) in column (b) by checking against the names and addresses of the payees listed in column (b) of ACP-13B opposite the serial numbers which have been entered in column (a) of ACP-13C.
  - (5) Enter the number "1" to the right of every serial number on ACP-13B for which a final payment has been scheduled. Later, if final payments are scheduled for other cases on ACP-13B, enter the number "2", "3", etc., depending on the number of Forms ACP-13C which have been prepared for the set of Forms ACP-13B. For example, when the second final payment lot for a set of Forms ACP-13B is prepared, enter the number "2" to the left of the serial numbers on ACP-13B for which final payment is being scheduled.
- b. On Forms ACP-14 and ACP-22, verify all entries by checking against the items used by the typist in preparing such forms (see paragraphs 6, 7, 13, and 14 of Section I of this Part VI).
8. Release ACP-22 and the related Forms ACP-13C, ACP-13B, and ACP-14 to the adding clerk.
  9. When the adding clerk has obtained totals for ACP-22, he will release ACP-22 and related forms to the typist, who will enter such totals in the appropriate spaces and release the forms to the review clerk.
  10. When a set of Forms ACP-22 and related forms is received from the typist verify the totals on ACP-22 by checking against the adding machine tape.
  11. Release the set of Forms ACP-13B from which ACP-13C was prepared, to the Accounting Section and obtain from the Accounting Section the set of Forms ACP-13B which was returned to the State office from the General Accounting Office. Attach this set of Forms ACP-13B to the set of Forms ACP-13C, ACP-14, and ACP-22.
  12. Sign and enter the date in the spaces provided therefor in Section III of each RF-2 and release Forms ACP-22, ACP-13C, and ACP-14, together with the related Forms ACP-13B.

### III. Instructions to Adding Clerks.

1. When a set of Forms ACP-13 (Revised), together with the related applications for payment, is received from the review clerk, obtain the following totals, rechecking each total to insure accuracy.
  - a. Obtain the total net amount to payees by adding the entries in column (c) of ACP-13 (Revised) for all payees included in the lot.

- b. Obtain the total deductions for administrative expense by adding
  - (1) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-12 in the lot.
  - (2) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-15 in the lot.
  - (3) The entries opposite the words "Administrative Expenses" in the Certificate of Administrative Officer on all Forms NCR-17 in the lot.
- c. Obtain the total gross amounts by adding
  - (1) The entries opposite the words "Amount of Payment" in the Certificate of Administrative Officer on all Forms NCR-12 in the lot.
  - (2) The entries opposite the words "Amount of Payment" in the Certificate of Administrative Officer on all Forms NCR-15 in the lot.
  - (3) The entries opposite the words "Gross Payment to Sharecroppers" in the Certificate of Administrative Officer on all Forms NCR-17 in the lot.
2. When totals have been obtained for ACP-13 (Revised) indicate on the adding machine tape the nature of each total. For example, identify the total obtained under paragraph 1a of this Section III as "Total Net Amount to Payees". Attach the adding machine tape to ACP-13 (Revised) and release the lot to the typist.
3. When a set of Forms ACP-22 and related forms are received from the review clerk, obtain totals for the columns headed "Gross Amount", "Deduction" and "Net Amount Due" on ACP-22. Identify such totals on the adding machine tape, attach the tape to ACP-22, and release ACP-22 and related forms to the typist.
4. When Forms ACP-13B upon which final payments have been entered in column (f) are received from the computing clerk in the Payment Schedule Unit, obtain the following totals, rechecking each total to insure accuracy.
  - a. Obtain a total of column (c) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Net Class I Payments".

- b. Obtain a total of column (d) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Class II Payments".
  - c. Obtain a total of column (e) of ACP-13B for all cases for which the number "1" has been entered to the right of the serial number in column (a). Label such total "Total Initial Payments".
  - d. Obtain a total of column (f) of ACP-13B. Label such total "Total final payments".
5. Attach to ACP-13B the adding machine tape containing the 4 totals referred to in the preceding paragraph (4) and return ACP-13B to the computing clerk.

#### IV. Instructions to Computing Clerks.

When Forms ACP-13B for a county are received from the Accounting Section, such forms shall be assembled by lots. A final payment lot shall include the same cases which were included in the first payment lot, except for the omission of cases on which claims are pending. Such cases will be identified by the notation "adj." to the left of the serial numbers on ACP-13B.

Prepare RF-2 in duplicate for each lot. Enter in the space following the words "Priority Block No." the word "Final". Enter the State and county code and lot number. The lot number shall be the same as the first payment lot number, except that it shall be followed by the letter "a". For example, cases included in lot number 12 for first payment will be included in lot number 12a for final payment. Later, if claims cases are released, they will be included in lots bearing the same number as the first payment lot, followed by the letters "b", "c", etc. Indicate in Section I of RF-2 the serial numbers included in the final payment lot, following instructions in Section III of Part II. Release the original of RF-2 to the record clerk in the Receiving and Files Unit and attach the copy of RF-2 to the set of Forms ACP-13B.

Computing clerks shall compute final payments, using the data in columns (c) and (d) of ACP-13B as a basis for such computations, and entering the net final payments in pencil in column (f) of such ACP-13B. Do not perform any of the computations hereinafter set forth for claims cases.

1. Obtain a final Class I Payment factor as follows:
  - a. Subtract from 100 percent the percent of administrative expenses determined for the county in the Computation Unit and multiply the result by 1.07.



- b. Subtract 90 percent from the product derived in the preceding item a. The result is the final Class I Payment factor.
2. Obtain a final Class II Payment factor by subtracting from 10 percent the percent of administrative expenses for the county.
3. The person in charge of the Payment Schedule Unit shall verify the factors obtained in the preceding paragraphs 1 and 2.
4. Determine final net payments for entry in column (f) of ACP-13B as follows:
  - a. Multiply column (c) of ACP-13B by the Final Class I Payment factor.
  - b. Multiply column (d) of ACP-13B by the Final Class II Payment factor.
  - c. Add the results obtained in the preceding items a and b and enter the result in column (f) of ACP-13B.

Note: When a negative number appears in column (c) of ACP-13B, multiply such number by the final Class I payment factor and add the result algebraically to the result obtained when column (d) of ACP-13B is multiplied by the final Class II Payment factor. If the result of such addition is a negative number, do not enter such number in column (f) of ACP-13B but prepare RF-4, indicating the State and county code, the serial number, and the amount of the overpayment; that is, the negative number. Transmit RF-4 to the subunit of the Application Clearance Unit handling adjustment cases. At the same time enter the notation "Adj." to the left of the serial number of such case on ACP-13B. Enter the same notation on the copy of ACP-13B which was returned from the General Accounting Office. If the result of the addition is a positive number, but is \$0.10 or less, enter the notation "No Payment" to the right of the serial number on ACP-13B and prepare RF-4, indicating the State and County code, the serial number and the amount obtained under item c of this paragraph.

5. Another computing clerk shall verify all computations on ACP-13B, repeating the procedure outlined in paragraphs 1 to 4, inclusive, of this Section IV. Thereafter, ACP-13B shall be released to the adding clerk.
6. When ACP-13B is returned by the adding clerk, the computing clerk shall obtain and record totals for the lot. If there is sufficient room on the last sheet of ACP-13B for the lot, such totals shall be entered beneath the data for the last serial number on such sheet. If there is not sufficient room on the last sheet of ACP-13B for the



lot, enter such totals on a slip of paper to be securely stapled to such sheet of ACP-13B. Proceed as follows:

- a. Enter the words "total final payment", "total initial payments", "total deductions (Association expense \_\_\_\_\_%)", "total gross amounts", and "total gross final payments" beneath the data for the last serial number on the last sheet of ACP-13B for the lot or on the slip of paper stapled thereto.
  - b. Transfer the totals on the adding machine tapes labeled "total final payments" and "total initial payments" to the last sheet of ACP-13B for the lot or to the slip of paper stapled thereto.
  - c. Multiply the total on the adding machine tape labeled "total net Class I payments" by 1.07 and add to the result the total on the adding machine tape labeled "total Class II payments". Multiply the result by the percent of administrative expenses and enter the product opposite the words "total deductions (Association expense \_\_\_\_\_%)" on the last sheet of ACP-13B or on the slip of paper stapled thereto. At the same time enter in the space provided therefor after the words "association expense" the percent of administrative expense for the county.
  - d. Obtain a total for the entries on the last sheet of ACP-13B or on the slip of paper stapled thereto opposite the words "total final payments", "total initial payments", and "total deductions (Association expense \_\_\_\_\_%)" and enter such total opposite the words "total gross amounts".
  - e. Obtain a total for the entries on the last sheet of ACP-13B for the lot or on the slip of paper stapled thereto opposite the words "total final payments" and "total deductions (Association expense \_\_\_\_\_%)" and enter the result opposite the words "Total gross final payments".
7. After the appropriate totals have been entered on ACP-13B or on the slip of paper stapled thereto, enter initials and the date in the left-hand side of the column for the signature of the typist in Section III of RF-2 and release the lot (RF-2 and Forms ACP-13B) to the typist.

V. Instructions for Release of Lots.

1. When the review work in connection with all lots covered by one ACP-22 has been completed, the original ACP-14 and ACP-22 must be signed by a certifying officer. The certifying officers will be persons duly authorized to sign such forms. When the forms have been signed, detach the second copy of each sheet of ACP-13 (Revised) or ACP-13C in the set and the second copy of ACP-14 for each lot, and the second copy of ACP-22 and forward such forms to the Accounting Section.

2. Detach all copies of NCR-14, NCR-16, and NCR-18 prepared in connection with the final transmittal and transmit such copies to the Statistics Section.
3. Fasten to each NCR-12 or NCR-15 the forms relating thereto, using paper clip pinches if there are six sheets or less and round-headed brass paper fasteners if there are more than six sheets.
4. Arrange the lots in the county block in the following order:
  - a. Form ACP-22 (original and five copies).
  - b. Form ACP-14 (original and one copy) for the lots covered by ACP-22.
  - c. A set of Forms ACP-13 (Revised) or a set of Forms ACP-13C (original and five copies) for each lot covered by ACP-22. For final payment lots, the copy of ACP-13B which was returned to the State office from the General Accounting Office will accompany each set of Forms ACP-13C.
  - d. Forms NCR-12, NCR-15, NCR-17 and the forms attached thereto for each lot in the final transmittal covered by ACP-22.
5. Prepare RF-3 in duplicate. Make no entry in the upper right-hand corner of RF-3 after the words "Priority block No.". Enter the State and county code in the space provided therefor. Enter in the space following the words "Released to" the words "General Accounting Office" and enter the date in the space provided therefor. Enter in column (a) the administrative numbers of all lots covered by ACP-22 and in column (b) the total number of Forms NCR-12 and NCR-15 in each lot. Forward the lots covered by ACP-22 to the General Accounting Office with the proper forms attached thereto. Secure the signature on RF-3 of the person who receives such lots for the General Accounting Office and forward the original RF-3, together with the originals of RF-2, for such lots to the record clerk in the Receiving and Files Unit. The copy of RF-3 may be left with the General Accounting Office.

VI. Instructions for Handling Forms ACP-13C Suspended by the General Accounting Office.

When a typographical or mathematical error on an ACP-13C is detected in the General Accounting Office, the set of Forms ACP-13C will be returned to the State office by the General Accounting Office, accompanied by ACP-14, ACP-13B and three copies of a preaudit difference statement, setting forth the nature of the error or errors. One copy of the preaudit difference statement will be retained in the Accounting Section and the remaining two copies,

together with Forms ACP-13C, ACP-13B, and ACP-14, will be forwarded to the computing clerk in the Payment Schedule Unit.

1. The computing clerk shall obtain the ACP-13B from which ACP-13C was prepared and shall check the items which have been listed on the preaudit difference statement as incorrect entries. If it appears that the error on ACP-13C is a typographical error, it shall be corrected on the typed copy with lead pencil. If the entry on ACP-13B agrees with the entry on ACP-13C, the computing clerk shall recompute such entry following the instructions in Section IV of this Part VI. Recheck the computation to insure accuracy and then enter the correct figure in column (f) of ACP-13B and to the right of column (c) of ACP-13C drawing a line through the incorrect entries. After all errors listed on the preaudit difference statement are corrected, the computing clerk shall release the set of Forms ACP-13C, together with ACP-13B, ACP-14, and the preaudit difference statement, to an adding clerk.
2. The adding clerk shall obtain totals for ACP-13C and ACP-13B as set forth in Section III, paragraph 4, of this Part VI, and shall return the Forms ACP-13C, ACP-13B, and ACP-14 to the computing clerk.
3. The computing clerk shall obtain and enter totals on the last sheet of ACP-13C for the lot, crossing out the totals which have already been typed on such sheet. Follow the instructions in Section IV, paragraph 6, of this Part VI in obtaining such totals. Thereafter, Forms ACP-13C, ACP-13B, ACP-14, and the preaudit difference statement shall be released to a typist.
4. The typist shall correct ACP-13C, retyping as many sheets as necessary. Form ACP-14 shall also be retyped, if necessary. Thereafter, the typist shall release Forms ACP-13C, ACP-13B, ACP-14, and the preaudit difference statement to a review clerk.
5. The review clerk shall verify all entries on the sheets of ACP-13C which have been retyped by checking against the sheets of ACP-13C upon which the computing clerk indicated the corrections, and shall ascertain that all errors noted on the preaudit difference statement have been corrected. Thereafter, the review clerk shall prepare a reply to the preaudit difference statement, in duplicate, setting forth the steps taken to correct and resubmit the set of Forms ACP-13C to the General Accounting Office. One copy of the preaudit difference statement, one copy of the reply thereto, one copy of the corrected ACP-13C and the pencil copy of ACP-13C shall be released to the Accounting Section and the remaining copy of the preaudit difference statement and the original of the reply



thereto, which shall be signed by the Chairman of the State committee, shall be attached to the corrected set of Forms ACP-13C and ACP-13B.

6. Include the corrected set of Forms ACP-13C in the next ACP-22 which is prepared for final payment lots.





Issued June 9, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
North Central Division

1936 AGRICULTURAL CONSERVATION PROGRAM--NORTH CENTRAL REGION

PART VI - PAYMENT SCHEDULE UNIT  
(Operation No. 6)

It is provided in the note under Section IV, paragraph 1, item c, of Part VI of NCR-20, Revised, issued March 15, 1937, that the notation "No Payment" shall be entered to the right of the serial number on ACP-13B for any application in connection with which a final payment of \$0.10 or less is computed. It is further provided, in Section III, paragraph 4, that totals on ACP-13B shall be obtained only for the data opposite serial numbers followed by the number "1"; that is, for serial numbers for which a final payment in excess of \$0.10 was computed.

Under the procedure referred to above, administrative expense deductions for cases in connection with which no final payment will be made will not be included in the total opposite the words "Total deductions (association expense \_\_\_\_\_%)" on ACP-13C.

After the majority of the work in connection with the 1936 Applications for Payment has been completed in the Application for Payment Section, supplemental forms ACP-13C shall be prepared in the Payment Schedule Unit, and forwarded to the Accounting Section for posting. The following instructions shall be applicable in the preparation of such supplemental forms ACP-13C:

1. Request from the Accounting Section, by counties, all forms ACP-13B. The set used shall be the same set which was used in computing final payments; that is, the set which was returned to the State office from the Regional Disbursing Office.
2. Prepare ACP-13C (original only) entering in the spaces provided therefor the names of the State and county, and the sheet numbers. Enter in the space provided for the administrative number the State and county code, followed by the number "1000a." If it becomes necessary to prepare a second set of forms ACP-13C for "No final payment" cases, assign such set number "1000b." Enter above the title of the ACP-13C the words "'No Final Payment' Cases."

3. Enter in columns (a) and (b) of ACP-13C the serial numbers and names and addresses of all applicants in the county for the cases for which the notation "No Payment" was entered in column (a) of ACP-13B.
4. Enter a zero in column (c) of ACP-13C opposite each name, even though the computed final payment is \$0.10 or less.
5. The adding clerk shall obtain totals for columns (c), (d), and (e) of ACP-13B as set forth in Section III, paragraph 4, of Part VI.
6. A computing clerk shall then obtain totals to be entered in the spaces provided at the foot of the last sheet of ACP-13C in the set, following the instructions in Section IV, paragraph 6 of Part VI.
7. The typist shall complete the preparation of ACP-13C in accordance with the instructions in Section I, paragraph 11, item f, of Part VI, and shall prepare ACP-22 in duplicate, in accordance with the instructions in Section I, paragraph 14, of Part VI. The schedule number assigned to such ACP-22 shall be assigned in the regular manner.
8. The work of the typist, adding clerk, and computing clerk shall be reviewed in accordance with existing procedure.
9. The original and copy of ACP-22 shall be signed by the certifying officer. The forms ACP-13C and ACP-22 shall then be forwarded to the Accounting Section. No copies of these forms are to be forwarded to the General Accounting Preaudit Office.

FEB 25 1937

NCR-20, Revised

Issued February 9, 1937

United States Department of Agriculture  
Agricultural Adjustment Administration  
North Central Division

PART VII - APPLICATION CLEARANCE UNIT

(Operation No. 7)

The personnel of the Application Clearance Unit shall consist of file clerks, correspondence clerks, stenographers, and computing clerks. Correspondence clerks and computing clerks shall use lead pencil.

I.. Instructions to File Clerk.

1. Stamp on the back of each piece of mail received in the Application Clearance Unit the date of receipt.
2. All suspended cases will be listed on RF-3. Sign the original of such RF-3 and retain the copy. When an NCR-12 or NCR-15 is suspended as a result of a request for such NCR-12 or NCR-15 or related form on RF-6, there will be attached to such NCR-12 or NCR-15 or to RF-6, an RF-4. Such NCR-12, NCR-15, or RF-6, together with RF-4, will be transmitted to the Application Clearance Unit and will be handled as a suspended case.
3. Prepare a manila folder for each suspended case, stamping or writing thereon the appropriate county code and serial number, and place the suspended case in such folder, or if RF-6 is received in place of the suspended NCR-12 or NCR-15, place such RF-6 in such folder.
4. Prepare a white 3" x 5" card for each suspended case, indicating thereon the appropriate county code and serial number of such case, together with the date of receipt by the Application Clearance Unit. File such card in a card file in county and serial number order.
5. Assign suspended cases to correspondence clerks in the order of their receipt in the Application Clearance Unit. Do not assign more than 25 suspended cases to a correspondence clerk at one time. Before delivering suspended cases to the correspondence clerk, remove the related 3" x 5" card from the card file and enter thereon the name of the clerk to whom the suspended case is assigned and the date of the assignment. After such information is posted on the card, return the card to the card file.



6. The correspondence clerk will attach to the folder containing the suspended case any correspondence prepared in connection with such case and forward them to the person authorized to sign such correspondence. After such letters have been signed, they will be returned to the file clerk, attached to the suspended cases. Upon receipt of such cases, detach and mail the signed letters. In each case, place a copy of the letter in the appropriate folder and file the suspended case in the Application Clearance Unit file. Arrange the file in county code and serial number order. Enter on the 3" x 5" card for each suspended case, opposite the name of the correspondence clerk to whom such case was assigned, the date such case was returned for filing.
7. Upon receipt of a reply to correspondence relative to a suspended case, match the reply with such case and assign it to a correspondence clerk, following the procedure set forth in paragraph 5, supra. Whenever possible, assign a suspended case for which a reply is received to the correspondence clerk who previously handled such case.
8. Upon receipt of Forms NCR-15, which have been submitted for a determination as to which farms should be non-application farms, assign such forms to the person or persons designated to make such determination. Such cases will not have serial numbers assigned, but it will be possible to keep a record of such cases by entering on a 3" x 5" card the name of the applicant in lieu of the serial number. Keep such cards in a separate file in alphabetical order, by counties.
9. If the correspondence clerk determines that a case has been improperly suspended, or if he determines that the reply received in connection with a suspended case is sufficient to clear such suspended case, he will have the entry and computation work completed and return the case to the file clerk with a notation that it is ready for release to the Payment Schedule Unit. Upon receipt of such a case, enter on the appropriate 3" x 5" card, opposite the name of the correspondence clerk to whom such case was assigned, the date such case was received for release to the Payment Schedule Unit. Place the 3" x 5" cards for such cases in a file labeled "Release File" and place the suspended cases in the Application Clearance Unit file.
10. In States where the entry and computation work in connection with Forms NCR-12 and NCR-15 which cover cotton farms and sharecropper farms is performed in the Application Clearance Unit, the file clerk shall assign any such cases to a designated correspondence clerk who will perform the entry work and release such cases to a designated computing clerk. After the computation work in connection with such cases is completed,



they will be released to the file clerk. Place the 3" x 5" cards for such cases in the "release file" and place the cases in the Application Clearance Unit file.

11. Once each week withdraw from the Application Clearance Unit file all cases which are ready for release to the Payment Schedule Unit, using the 3" x 5" cards in the "Release File" as a guide. Remove the forms NCR-12 and NCR-15 and the originals of the Forms NCR-14 and NCR-16 therefor from their folders and arrange such forms in serial number order. Prepare RF-2 in duplicate, listing thereon the serial numbers of not more than 100 suspended cases from one county which are ready for release. Do not list on one RF-2 suspended cases from more than one county. Obtain a lot number from the record clerk in the Receiving and Files Unit who will examine the RF-1 for such county to determine the number to be assigned to such lot. Enter on RF-2 the State and county code, lot number, the names of the State and county, and the number of cases in the lot. Sign and enter the date in the spaces provided therefor in Section III of RF-2.
12. Prepare RF-3 in duplicate. Enter in the upper right-hand corner following the words "Priority block No." the letters "A.P.S." Enter in the space provided therefor the State and county code. Enter in the space following the words "Released to" the words "Payment Schedule Unit", and enter the date in the space provided therefor. Enter in column (a) the lot number and in column (b) the total number of Forms NCR-12 and NCR-15 in the lot. Release the lot and both copies of RF-3 to the Payment Schedule Unit. The original RF-3 will be signed by the person designated in the Payment Schedule Unit and shall be forwarded to the record clerk in the Receiving and Files Unit. The copy of RF-3 will be retained in the Payment Schedule Unit.
13. When cases have been withdrawn from the folders preparatory to transmission to the Payment Schedule Unit, detach Forms NCR-11 and copies of Forms NCR-14 and NCR-16 from such cases. Copies of Forms NCR-14 and NCR-16 and any Forms NCR-11 which do not bear the notation "data recorded" shall be forwarded to the Statistics Section. Forms NCR-11 which bear the notation "data recorded" shall be forwarded to the file clerk in the Receiving and Files Unit. Place the case folder with its remaining contents in a separate file labeled "Cleared Cases," maintain such file in county code and serial number order.
14. When a suspended case is released to the Payment Schedule Unit, stamp or write on the appropriate record card "To Payment Schedule Unit" and indicate the number of the lot in which such

case is included and the date that such suspended case was released. Return such card to the 3" x 5" card file.

15. When Forms NCR-12 or NCR-15 suspended in the General Accounting Office are received, prepare RF-3 in duplicate. Include on RF-3 only the cases from one county. Enter in the upper right-hand corner immediately following the words "Priority Block No." the letters "G.A.O." and enter the State and county code in the space provided therefor. Enter following the words "Released to" the words "Application Clearance Unit" and enter the date in the space provided therefor. Enter in columns (d) to (h) inclusive, the serial numbers of the cases suspended in the General Accounting Office. Sign the original RF-3 in the space provided therefor, and forward such original RF-3 to the record clerk in the Receiving and Files Unit. Retain the copy of such RF-3 in the Application Clearance Unit.
16. Cases suspended by the General Accounting Office shall be handled in accordance with the procedure for handling cases suspended in the Application for Payment Section set forth in the preceding paragraphs of this Section I, except that the record clerk shall
  - a. Prepare blue 3" x 5" cards for cases suspended by the General Accounting Office,
  - b. detach and transmit the first copy of the preaudit difference statement to the Accounting Section,
  - c. assign cases suspended by the General Accounting Office to correspondence clerks separately from cases suspended in the Application for Payment Section,
  - d. prepare for each county a separate RF-2 for cases suspended by the General Accounting Office when they are ready for release to the Payment Schedule Unit,
  - e. fasten the original of the preaudit difference statement and the reply thereto to the front of the case before it is submitted to the Payment Schedule Unit, and forward the remaining copy of the preaudit difference statement and the copy of the reply thereto to the Accounting Section.
  - f. If a new NCR-12 or NCR-15 has been submitted, attach to such new form and to the new NCR-14 or NCR-16 prepared therefor the old NCR-12 or NCR-15 and the old NCR-14 or NCR-16 which were returned to the Application Clearance Unit by the General Accounting Office.

- .g. If the NCR-14 or NCR-16 prepared for the NCR-12 or NCR-15 was prepared on the basis of the rates contained in NCR-B-3, issued October 1, 1936, prepare a new NCR-14 or NCR-16 on the basis of the adjusted rates contained in NCR-Misc. No. 7-36.

## II. Instructions to Correspondence Clerks.

Correspondence clerks must be familiar with the instructions governing the performance of work in each of the seven units of the Application for Payment Section.

1. Upon receipt of a group of suspended cases from the file clerk, examine each such case carefully to determine that the suspension is warranted. If the suspension is not warranted, perform and check the entry work in connection with the suspended case (See Part IV - Entry), have the computations performed and checked, certify the application for payment (See Section III, Part V - Computation), and release it to the file clerk for transmittal to the Payment Schedule Unit.
2. If the suspension is warranted, determine that all reasons for suspension have been recorded on RF-4. If it is necessary to obtain a new NCR-12 or NCR-15 or to obtain a correction on an old NCR-12 or NCR-15 in order to clear a suspended case, prepare a letter to the county committee outlining the reasons for the suspension and explaining the procedure to be followed in order to clear such case. If there is only a slight irregularity in the NCR-12 or NCR-15, the original of such form may be returned to the county committee for correction. In such case the county committee shall be instructed to make the correction and have such correction initialed by two members of the committee, one of whom signed the NCR-12 or NCR-15. If a large number of errors appear on an NCR-12 or NCR-15, retain such form in the State office, and request the county committee to prepare and submit a corrected NCR-12 or NCR-15. In all cases, the county committee shall be instructed to prepare and attach a small slip of paper to the corrected form, indicating on such slip either that such form has been corrected or that it is to replace a form on file in the State office. When an NCR-12 or NCR-15 is returned to a county, the county committee shall be instructed to return such form, even though a new form is submitted, and to direct all mail containing corrected forms to the Application Clearance Unit. Since the original of all forms NCR-12 or NCR-15 suspended by the General Accounting Office must be returned to the General Accounting Office when such cases are resubmitted any Forms NCR-12 or NCR-15 suspended by the



General Accounting Office shall be retained in the Application Clearance Unit and if correspondence with the county committee is necessary, such committee shall be instructed to prepare a new NCR-12 or NCR-15. If a case was suspended in the General Accounting Office because of an error in the entry or computation work, correct the entry and computation work in connection with such case.

3. Attach to the folder containing the suspended case any correspondence prepared in connection therewith and forward such case to the person authorized to sign correspondence.
4. Upon receipt of a suspended case to which is attached a reply to previous correspondence, proceed as follows:
  - a. If the corrections requested have been made on the original form, determine that such corrections have been properly made and that no other alterations have been made on such form, or if a new NCR-12 or NCR-15 has been submitted, examine such form following the instructions to the examining clerk (See Part III - Examination).
  - b. Perform and review the entry work on NCR-14 or NCR-16, whichever is applicable, following the instructions to the entry clerk (See Part IV - Entry).
  - c. Upon completion of the entry work in connection with an NCR-12 or NCR-15, refer such form and related forms to a computing clerk.
  - d. When the NCR-12 or NCR-15 is returned by the computing clerk, execute the "Certificate of Administrative Officer", following the instructions to the review clerk in the Computation Unit (See Part V - Computation). When the NCR-12 or NCR-15 has been approved for payment, release such case to the file clerk.
5. If, upon receipt of a suspended case to which is attached a reply to previous correspondence, it is determined that such case has not been properly corrected, proceed as in paragraph 2, of this Section II.
6. Upon receipt of a case which was suspended because the applicant receives no payment, prepare a letter to the county committee, setting forth such fact. File such cases in a separate file labeled "No Payment File".
7. Upon receipt of an NCR-12 or NCR-15 to which an NCR-17 is attached, prepare NCR-18, NCR-18A, NCR-18B, and NCR-18C (See Part IV, NCR-20a, Revised). Release the case to a computing clerk who will perform the necessary computations. When the case is returned by the computing clerk, execute the certificate of administrative officer on NCR-17 and NCR-12 or NCR-15 (See Part V-Computation).



8. County committees have been instructed to attach NCR-17 to the NCR-12 or NCR-15 executed by the operator of a cotton farm or sharecropper farm. After the NCR-12 or NCR-15 for the operator of a cotton farm or sharecropper farm has been approved for payment, determine whether the NCR-12 or NCR-15 for the landlord of such farm has been received. The serial number of the NCR-12 or NCR-15 for the landlord may be determined by checking column (3) of NCR-6 opposite the work sheet number shown on the NCR-12 or NCR-15 for the operator.
  - a. If the NCR-12 or NCR-15 for the landlord has been received, obtain such form. In the case of an NCR-12, execute the certificate of administrative officer as set forth in Part IV, Section VII, paragraph 1. In the case of an NCR-15, transfer entries from NCR-18, NCR-18A, NCR-18B, and NCR-18C to NCR-16 as set forth in Part V, Section I, paragraph 7, of NCR-20a, Revised.
  - b. If the NCR-12 or NCR-15 for the landlord has not been received or if it has been suspended, prepare NCR-23 Revised in duplicate, as set forth in Part V, Section I, paragraph 6, item c, of NCR-20a, Revised. Attach such NCR-23 Revised to the NCR-18 prepared for the operator's NCR-12 or NCR-15.
  - c. When the NCR-12 or NCR-15 for the landlord of a cotton farm or sharecropper farm is received and it is determined that the NCR-12 or NCR-15 for the operator of such farm has already been released to the General Accounting Office, obtain the copy of NCR-23 or NCR-23, Revised, from the record clerk in the Receiving and Files Unit. If the landlord executed an NCR-12, transfer entries from NCR-23, Revised, to the Certificate of Administrative Officer on NCR-12. If NCR-23 rather than NCR-23, Revised, was used, obtain entries for the certificate of administrative officer on NCR-12 as set forth in Part V, Section VII, paragraph 3, item f.
9. Each NCR-12 or NCR-15 suspended by the General Accounting Office will have attached thereto two copies of a preaudit difference statement, setting forth in detail the reason for such suspension. If the NCR-12 or NCR-15 was suspended because of an error in computations, request the copy of the applicable NCR-14 or NCR-16 on RF-6. When the copy of the applicable NCR-14 or NCR-16 is received, refer the case to a computing clerk for correction.
10. When a case suspended by the General Accounting Office has been corrected, prepare on the preaudit difference statement an explanation setting forth the procedure which has been followed to eliminate the reason for suspension. Prepare this explanation for the signature of the certifying officer. When the original and first copy of such explanation have been signed, release the suspended case to the file clerk in the Application Clearance Unit.

### III. Instructions to Stenographers.

In preparing letters in connection with suspended cases, prepare one copy for the case folder, and prepare as many other copies as are necessary for filing in the State office. The original shall be attached to the outside of the folder with a paper clip.

### IV. Instructions to Computing Clerks.

1. Upon receipt of Forms NCR-12 and NCR-14 or NCR-15 and NCR-16 from a correspondence clerk, perform the necessary computations on NCR-14 or NCR-16 following the instructions in Part V. Re-check all computations to insure accuracy. Upon completion of the computation work, return NCR-12 and NCR-14 or NCR-15 and NCR-16 to the correspondence clerk from whom such forms were received.
2. Upon receipt of an NCR-12 or NCR-15 to which an NCR-17 is attached, perform the computations on NCR-18, NCR-18A, NCR-18B, and NCR-18C following the instructions in Part V of NCR-20a, Revised.

### V. Determination of Nonapplication Farms.

The persons designated to make determination of nonapplication farms should be persons who are familiar with the provisions of the 1936 Agricultural Conservation Program and with the method of computing payments in connection with Forms NCR-15.

In some instances it may be possible to designate one or more blocks on NCR-15 as NAF blocks by comparison of pertinent data in such blocks. For example, if NCR-15 contains data for only two or three farms and it can be readily determined that the deduction for deficiency of soil-conserving crops on such farms would exceed the payment for one farm if it were designated as an application farm, and that such deduction would be eliminated by the designation of one farm as a non-application farm, it will not be necessary to make any computations to verify such designation. However, if NCR-15 contains data for a larger number of farms, or if there is any doubt as to whether the payment to the applicant would be increased by the designation of one farm as a nonapplication farm, the procedure set forth below should be followed.

1. Number the blocks on NCR-15 consecutively, beginning with number one. Enter such numbers with lead pencil in the left-hand margin of NCR-15. Do not make any entries in the spaces provided for block numbers above the various blocks until a determination has been made as to which farms are to be designated as nonapplication farms.
2. Prepare NCR-16 for NCR-15, following the instructions to entry clerks in Part IV and considering all farms as application farms.

3. Upon completion of the entry work on NCR-16, such NCR-16 shall be assigned to a computing clerk who shall perform the computations on NCR-16, Parts I to VII, inclusive, following the instructions to computing clerks in Section II of Part V of NCR-20, Revised.
4. Using NCR-16C (Part VI), prepare form NCR-22, (Part I) as follows:

- a. Strike the designation "Form NCR-16C" and enter in lieu thereof "Form NCR-22."
- b. Strike the title "Computation Sheet for More Than One Farm" and enter immediately above such title the words "NAF Work Sheet - Part I."
- c. Strike all column headings and enter new column headings immediately below the original headings. The following column headings shall be used.

<u>Column No.</u>	<u>Column Heading</u>
(a) -	Block No.
(b) -	Computed 1935 General Acreage Extended
(c) -	General Soil-Depleting Base Extended
(d) -	1936 General Acreage Extended
(e) -	85% of General Soil-Depleting Base Extended
(f) -	Tobacco Base Extended
(g) -	1936 Tobacco Acreage Extended
(h) -	Applicant's Maximum Tobacco Payment
(i) -	Cotton Base Extended
(j) -	1936 Cotton Acreage Extended
(k) -	Applicant's Maximum Cotton Payment
(l) -	Sugar Beet Payment
(m) -	Deduction for Excess Acreages - Sugar Beets
(n) -	Flax Payment
(o) -	Deduction for Excess Acres - Flax
(p) -	Minimum Soil-Conserving Acres Required
(q) -	1936 Soil-Conserving Acres
(r) -	Applicant's Earned Soil-Building Payment
(s) -	Applicant's Soil-Building Allowance

- d. It will be noted that NCR-16C does not contain a sufficient number of columns for all of the column headings listed in the preceding paragraph c. However, when NCR-15 does not include data for tobacco, columns (f), (g), and (h) of NCR-22 may be omitted. Similarly, if NCR-15 does not include data for cotton, columns (i), (j), and (k) of NCR-22 may be omitted.
5. Perform the entry work on Part I of NCR-22 as follows:



- a. Transfer entries from Part I of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part I</u>	<u>Part I</u>

- (1) Transfer column (k) to column (b)
- (2) Transfer column (l) to column (c)
- (3) Transfer column (n) to column (d)
- (4) Transfer column (m) to column (e)

- b. Transfer entries from Part II of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part II</u>	<u>Part I</u>

- (1) Transfer column (j) to column (f)
- (2) Transfer column (k) to column (g)
- (3) Transfer column (l) to column (h)

- c. Transfer entries from Part III of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part III</u>	<u>Part I</u>

- (1) Transfer column (j) to column (i)
- (2) Transfer column (k) to column (j)
- (3) Transfer column (l) to column (k)

- d. Transfer entries from Part IV of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part IV</u>	<u>Part I</u>

- (1) Transfer column (h) to column (l)
- (2) Transfer column (l) to column (m)

- e. Transfer entries from Part V of NCR-16 to Part I of NCR-22 as follows:

<u>NCR-16</u>	<u>NCR-22</u>
<u>Part V</u>	<u>Part I</u>

- (1) Transfer column (h) to column (n)
- (2) Transfer column (l) to column (o)

- f. Transfer entries from Part VI of NCR-16 to Part I of NCR-22 as follows:



NCR-16	NCR-22
<u>Part VI</u>	<u>Part I</u>

- (1) Transfer column (p) to column (p)
- (2) Transfer column (q) to column (q)

- g. Transfer entries from Part VII of NCR-16 to Part I of NCR-22 as follows:

NCR-16	NCR-22
<u>Part VII</u>	<u>Part I</u>

- (1) Transfer column (l) to column (r)
- (2) Transfer column (g) to column (s)

- o. After the entries for all blocks, together with the totals, have been transferred to Part I of NCR-22, examine columns (p) and (q) to determine the block for which the entry in column (p) exceeds the entry in column (q) by the greatest amount.
- a. When the foregoing determination has been made, transfer all entries for such block, including the block number, to the line following the line for totals. For the purpose of identification, this block will be referred to as the "first tentative NAF block."
  - b. Enter in column (a) of the next succeeding line the words, "First revised Total." Obtain the entries in this line by subtracting from the entries in the line for totals the entries in the line for the first tentative NAF block.
7. Prepare Part II of NCR-22.
- a. The entries for column (a) of Part II of NCR-22 shall be taken from the line for totals on Part I of NCR-22.
  - b. The entries for column (b) of Part II of NCR-22, lines 1 to 24, inclusive, shall be taken from the line for the first revised totals on Part I of NCR-22.
  - c. The entries for column (b) of Part II of NCR-22, lines 27 to 33, inclusive, shall be taken from the line for the first tentative NAF block on Part I of NCR-22.
8. If the entry in item 33, column (b) of Part II of NCR-22 is greater than the entry in item 26, column (a) of Part II of NCR-22 the letters "NAF" shall be entered in red pencil on NCR-15 to the left of the words "Block No." above the block which was considered as the first tentative NAF block.

9. Examine the entries in columns (p) and (q) of Part I of NCR-22 to determine the block for which the entry in column (p) exceeds the entry in column (q) by the second greatest amount.
  - a. When the foregoing determination has been made, transfer all entries for such block, including the block number, to the line following the line for the first revised total in Part I of NCR-22.
  - b. Enter in column (a) of the line following the line for the second tentative NAF block the words "Subtotal-NAF blocks." Obtain the entries for this line by adding the entries in the lines for the first and second tentative NAF blocks.
  - c. Enter in column (a) of the line following the line for the subtotal of the first and second tentative NAF blocks the words, "Second Revised Totals."
10. Make entries and computations in column (c) of Part II of NCR-22 as indicated in the various items on such form.
  - a. The entries for column (c) of Part II of NCR-22, lines 1 to 24, inclusive, shall be taken from the line for the second revised totals.
  - b. The entries for column (c) of Part II of NCR-22, lines 27 to 33, inclusive, shall be taken from the line for the subtotal of the first and second tentative NAF blocks.
11. If the entry in item 33, column (c) of Part II of NCR-22 is greater than the entry in item 33, column (b) of Part II of NCR-22, the letters "NAF" shall be entered in red pencil on NCR-15 to the left of the words "Block No." above the block which was considered as the second tentative NAF block.
12. Proceed with the determination of NAF blocks until the revised total of column (q) of Part I of NCR-22 becomes equal to or greater than the revised total of column (p) of Part I of NCR-22, or until it is determined that the designation of additional NAF blocks will not increase the net payment as shown in item 33 of Part II of NCR-22.
13. If, after one block has been tentatively designated as an NAF block and after entries and computations have been made in columns (a) and (b) of Part II of NCR-22, it is found that the entry in item 33, column (b), does not exceed the entry in item 26, column (a) of Part II of NCR-22, draw a line through the figures in the lines for the first tentative NAF block and the first revised totals on Part I of NCR-22 and draw a line through the figures in column (b) of Part II of NCR-22. Proceed as follows:

- a. Examine the entries in columns (p) and (q) of Part I of NCR-22 to determine the block for which the entry in column (p) exceeds the entry in column (q) by the second greatest amount.
  - b. Proceed as in paragraph 6, supra, considering such block as the first tentative NAF block and subtracting the figures for such block from the figures in the line for totals to obtain revised totals.
  - c. Make entries and computations in column (c) of Part II of NCR-22 and compare the entry in item 33, column (c), with the entry in item 26, column (a).
  - d. If the entry in item 33, column (c), is greater than the entry in item 26, column (a) of Part II of NCR-22, designate the block as an NAF block, as set forth in paragraph 8, supra.
  - e. If the entry in item 33, column (c), does not exceed the entry in item 26, column (a), examine columns (p) and (q) of Part I of NCR-22 to determine the block for which column (p) exceeds column (q) by the third greatest amount, and proceed as outlined in the foregoing steps in this paragraph 13.
14. In certain cases where the applicant has not earned the maximum payment; that is, where the entry in item 6 of Part II of NCR-22 for the last revised totals obtained is less than item 5 of Part II of NCR-22 for the last revised total obtained, it may be possible to increase the payment to the applicant by the designation of certain other blocks as NAF blocks. To determine which blocks, if any, should be NAF blocks for this reason, proceed as follows:
- a. Determine whether the last revised total of column (b) of Part I of NCR-22 is greater or less than the last revised total of column (c) of Part I of NCR-22.
  - b. If the last revised total of column (b) is greater than the last revised total of column (c), examine the entries in columns (b), (c), and (d) to determine whether the entry in column (b) for any block is less than the entries in columns (c) and (d) for such block. If so, consider such block as a tentative NAF block and obtain new revised totals on Part I of NCR-22.
  - c. If the last revised total of column (c) is greater than the last revised total of column (b), examine the entries in columns (b), (c), and (d) to determine whether the entry in column (c) for any block is less than the entries in columns (b) and (d) for such block. If so, consider such block as a tentative NAF block and obtain new revised totals on Part I of NCR-22.



- d. Perform the entries and computations on Part II of NCR-22 for all blocks which are considered as tentative NAF blocks to determine whether the payment to the applicant may be increased by the designation of such blocks as NAF blocks.
  - e. Make the determinations outlined in the preceding steps a. to d., inclusive, for as many blocks as necessary.
15. After the instructions outlined in the preceding paragraphs have been carried out, examine Part I of NCR-22 to determine whether the 1936 acreage of soil-conserving crops on any farm or group of farms is equal to or greater than the minimum number of soil-conserving acres required for such farm or farms, or whether the 1936 acreage of soil-conserving crops is sufficient so that the deduction for failure to meet the minimum requirement will not exceed the payment for diversion on such farm or farms. If it appears that the payment may be increased by designating a certain group of farms as nonapplication farms, obtain revised totals and subtotals for tentative NAF blocks on Part I of NCR-22 and execute Part II of NCR-22 to determine definitely whether the payment will be increased by such designation.
16. After the determinations outlined in the preceding instructions have been made, number the blocks on NCR-15 using the spaces provided for block numbers.
  - a. Number all application blocks; that is, all blocks which have not been designated as NAF blocks, consecutively, beginning with number one.
  - b. Number all NAF blocks, consecutively, beginning with the next number after the last number assigned to an application block.



FORM NCR-22

U. S. Department of Agriculture  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
North Central Division

Name of Applicant \_\_\_\_\_

NAF WORK SHEET - PART II

	Total (a)	First Revised Total (b)	Second Revised Total (c)	Third Revised Total (d)
For all blocks				
1. Larger of totals of Col. (b) or Col. (c)				
2. Item 1 minus total of Col. (d)				
3. Item 1 minus total of Col. (e)				
4. Item 2 divided by item 3				
5. Total of Col. (c) minus total of Col. (e)				
6. Item 4 times item 5				
7. Smaller of item 5 or item 6				
8. Total of Col. (f) minus total of Col. (g)				
9. Smaller of item 8 or total of Col. (h)				
10. Total of Col. (i) minus total of Col. (j)				
11. Smaller of item 10 or total of Col. (k)				
12. Total of Col. (l)				
13. Total of Col. (n)				
14. Total of items 7, 9, 11, 12, and 13				
15. Total of Col. (p) minus total of Col. (q)				
16. Item 15 times 1.5 times \$ _____ /1				
17. Item 14 minus item 16 /2				
18. Smaller of totals of Col. (r) or Col. (s)				
19. Item 17 plus item 18				

## NAF WORK SHEET - PART II

	(a)	(b)	(c)	(d)
20. Total of Col. (d) minus item 1				
21. Total of Col. (g) minus total of Col. (f)				
22. Total of Col. (j) minus total of Col. (i)				
23. Total of Col. (m)				
24. Total of Col. (o)				
25. Total of items 20, 21, 22, 23, and 24.				
26. Net Payment - item 19 minus item 25				
For Tentative NAF blocks /3				
27. Col. (d) minus larger of Col. (b) or Col. (c)				
28. Col. (g) minus Col. (f)				
29. Col. (j) minus Col. (i)				
30. Col. (m)				
31. Col. (o)				
32. Total of items 20, 21, 22, 23, 24, 27, 28, 29, 30, 31				
33. Net Payment - item 19 minus Item 32				

/1 This entry must be the largest figure in Col. (d) of Part I of NCR-16.

/2 If the result is zero or less, enter zero.

/3 Figures from items 27 to 31, inclusive, in columns (b), (c), and (d) shall be taken from the lines for the first tentative NAF block, the subtotal of the first two NAF blocks, and the subtotal of the first three NAF blocks, respectively.

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
North Central Division.

PART VIIa - APPLICATION CLEARANCE UNIT

(Operation No. 7a)

All cases involving returned United States Treasury Checks, refunds, and/or adjustments shall be handled by a special subunit in the Application Clearance Unit.

- I. DEFINITIONS - As used in these instructions the following terms shall have the following meanings:

APPLICATION means an application for payment (NCR-12, NCR-15, or NCR-17).

CHECK means a United States Treasury Check issued as a payment under an application for payment.

DISBURSING OFFICE means the Regional Disbursing Office where payments are made.

SCHEDULE FORM means Forms ACP-13, Revised, ACP-13A, ACP-13B, and ACP-13C, entitled, "Public Voucher for Agricultural Conservation Payments". These forms are used to schedule payments due applicants, and constitute a part of the voucher which the Disbursing Office uses as its authority to issue checks.

STATE OFFICE means State Application for Payment Section.

TREASURER means the treasurer of the county agricultural conservation association where the application for payment originated.

ACP-24 means Form ACP-24, entitled, "Debit Voucher for Uncollectible Check Returned". This form is used to notify the Records and Accounts Section, Agricultural Adjustment Administration, and the Office of Budget and Finance, Department of Agriculture, which of the refund remittances were uncollectible when they were presented for payment.

ACP-28 means Form ACP-28, entitled, "Official Receipt". This form is used as a receipt for a treasury check or refund, and is also used to record the action taken in connection with an adjustment or claim case.

AD-42 means the form numbered AD-42 which is used for making an administrative report to the General Accounting Office with respect to a claims case.

M-66 means Form No. M-66, entitled, "Check Drawn to Order of Deceased Employee." This form is prepared in the Disbursing Office and is used to indicate the receipt of a check issued in favor of a deceased or incompetent person.



FORM 1044 means Standard Form No. 1044, Revised, which may be used either as a "Schedule of Canceled Checks", a "Schedule of Collections", or a "Schedule of Uncollectible Checks." When used as a "Schedule of Canceled Checks" it will be used to authorize the cancelation of United States Treasury Checks; when used as a "Schedule of Collections" it will be used to schedule refunds; and when used as a "Schedule of Uncollectible Checks", it will be used to schedule uncollectible items.

FORM 1045 means Standard Form No. 1045 entitled "Summary of Collections". This form is prepared monthly in the Disbursing Office and is used to summarize the items on Form 1044 which were submitted during the month.

FORM 1046 means Standard Form No. 1046, Revised, entitled, "Schedule of Transfers - Special Deposits." This form is to be used to authorize the transfer of a sum of money from a special deposit account to a regular appropriation account.

FORM 1047 means Standard Form No. 1047, entitled, "Public Voucher for Refunds". This form is to be used to authorize the Disbursing Office to reimburse an applicant where the applicant has made a refund in excess of that due.

FORM 1048 means Standard Form No. 1048, entitled, "Public Voucher for Refunds". This form is to be used with Form 1047, the original to be prepared on Form 1047 and the copies to be prepared on Form 1048.

FORM 1055 means Standard Form No. 1055, entitled, "Application for Payment of Amounts Due Deceased or Incompetent Civilian Employees, Officers, and Enlisted Men in the Military Service and Public Creditors of the United States". This form will be used by the personal representative or heirs of a deceased applicant or the personal representative of an incompetent applicant for filing a claim for the payments due the deceased or incompetent applicant who executed the original application.

FORM 1064 means Standard Form No. 1064, Revised, entitled, "Schedule of Disbursements". This form is used to schedule Forms 1047 and 1048.

FORM 1065 means Standard Form No. 1065, entitled, "Summary Statement of Disbursements". This form is prepared monthly in the Disbursing Office and is used to summarize the items on Forms 1064 which were submitted during the month.

FORM 1664 means Treasury Form No. 1664, entitled, "Memorandum of Returned Check". This form is prepared in the Disbursing Office and is used to indicate the receipt of a returned check.

## II. RETURNED CHECKS.

### A. Checks returned to State office.

1. If a check was returned to the State office instead of to the Disbursing Office, proceed as follows:



- a. If the check is for less than the amount due and the improper issuance thereof was not due to an error in the Disbursing Office, return the check to the treasurer for delivery to the payee.
- b. If the check is for more than the amount due or is drawn in favor of the wrong payee and the improper issuance thereof was not due to an error in the Disbursing Office, forward the check to the Disbursing Office and upon receipt of Form 1664 proceed in accordance with the procedure hereinafter set forth applicable to the particular type of case involved.
- c. If the check is for an improper amount or drawn in favor of the wrong payee and the improper issuance thereof was due to an error in the Disbursing Office, forward the check to the Disbursing Office with a request that it be canceled and a corrected check issued in its place.

Note: A Disbursing Office error can be detected by comparing the amount of the check with the amount shown on ACP-13B.

B. Checks returned to the Disbursing Office.

1. Checks which are returned to the Disbursing Office by the treasurer will be accompanied by a letter of explanation indicating the reason for the return of the check. A copy of this letter will be forwarded by the treasurer to the State office together with corrected applications, dummy applications, corrected summaries of performance or other data pertaining to the case. Upon receipt of a copy of such letter, the State office shall
  - a. Determine that the State and county code and serial number appear on the letter;
  - b. Place the letter and accompanying exhibits in a chronological letter file, so that the cases may be handled in the order of their receipt.
  - c. When the case is ready for settlement, withdraw both copies of Form 1664 from the file, insert thereon the State and county code and serial number, and handle the case in accordance with the procedure hereinafter set forth.

C. Period of retention of checks in county office, Disbursing Office, and General Accounting Office.

1. The treasurer is required to make delivery of checks coming into his possession within 21 days after receipt thereof or to return such checks to the Disbursing Office.

2. The State office shall not retain a returned check. In all such cases the State office shall either return the check to the treasurer for delivery to the payee or forward it to the Disbursing Office.
3. The Disbursing Office will retain a returned check until 90 days have elapsed from the first day of the month next following the month in which the check was issued. At the expiration of the 90-day period the Disbursing Office is required to forward the check to the Check Accounting Division of the General Accounting Office.
4. The Check Accounting Division of the General Accounting Office retains the check until the expiration of the fiscal year next following the fiscal year in which such check was issued. Thereafter, the check is deposited in the United States Treasury to the credit of a trust fund account entitled, "Outstanding Liabilities".

D. Forms used in connection with returned checks.

1. Form 1664 - Each check which is returned to the Disbursing Office should be accompanied by a letter explaining why the check is being returned. Upon receipt of a returned check except when the check is returned because of the death or incompetency of the payee, the Disbursing Office will prepare Form 1664 and will forward to the State office two copies of such form. In cases where the payee died or was declared incompetent by a court of competent jurisdiction, the Disbursing Office will prepare M-66 and forward one copy of such form to the State office.

a. Data shown on Form 1664 - Form 1664 will show

- (1) The name of the payee.
- (2) The address of the payee.
- (3) The number of the returned check.
- (4) The date of the returned check.
- (5) The amount of the returned check.
- (6) The symbol number.
- (7) The Disbursing Office voucher number.

b. Disposition of Form 1664.

- (1) Upon receipt from the Disbursing Office of Form 1664 in duplicate, stamp the date of receipt on both copies.

- (2) File both copies of Form 1664 in alphabetical order without regard to county code or serial number order.

2. Form ACP-28. Upon receipt of Form 1664 from the Disbursing Office, prepare ACP-28

a. Preparation of form.

- (1) Prepare an original and two copies of ACP-28 and one copy of ACP-28A.
- (2) Enter at this time in the space provided therefor
  - (a) The name of the remitter (the person who returned the check)
  - (b) The address of the remitter.
  - (c) The applicant's name.
  - (d) The nature of the remittance (U. S. Treasury check).
  - (e) The payee's name (in the case of a U. S. Treasury Check the name of the payee shall be the same as the name on the returned check).
  - (f) The State and county code.
  - (g) The serial number.
  - (h) The date of remittance.
  - (i) The remittance number.
  - (j) The amount of the remittance.
  - (k) Make no entries at this time in the space provided for the "Schedule No. of Form 1044, Revised", and "D. O. Voucher No.". No receipt number shall be assigned to Forms ACP-28 used in connection with returned checks.

b. Distribution of ACP-28.

- (1) Mail ACP-28A to the remitter as a receipt for the remittance.
- (2) Indicate on the copies of ACP-28 the date ACP-28A was mailed to the remitter.
- (3) Indicate on one copy of ACP-28 under "Action Taken" that part of the money is or is not reclaimable and send that copy, together with a copy of



Form 1044 when such form is used as a "Schedule of Canceled Checks", to the accountant. The other two copies of ACP-28 shall be filed in the chronological letter file with the letter which indicates why the check was returned.

3. Form 1044 - to be used for cancelation of checks.

a. Preparation of form.

- (1) Prepare Form 1044 in septuple (original and six copies).
- (2) Delete the word "COLLECTIONS" in the title and insert above such word the words " CANCELED CHECKS".
- (3) Do not schedule checks from more than one county on one set of Form 1044. Enter the State and county code above the words "Schedule of Canceled Checks".
- (4) Enter in the first line in the upper right-hand corner the schedule number. Assign No. 1 to the first set of forms and assign consecutive numbers to each succeeding set of forms until the end of the fiscal year. Where more than one sheet is required for a schedule the sheet numbers shall be numbered consecutively for each schedule.
- (5) Enter in the space immediately above the words "Department or Establishment" the word "Agriculture".
- (6) Enter in the space above the words "bureau or office", the letters "A.A.A." and the name of the State office.
- (7) Enter immediately following the words "Received by" the name "G. F. Allen"-; enter over the word "Title" the words "Chief Disbursing Officer"; and enter immediately above the word "Station" the city and State where the Regional Disbursing Office is located.
- (8) Enter immediately following the word "Period" and above the words "Month or quarter ended" the month during which it is anticipated that the Disbursing Office will handle such form.
- (9) Make no entries in the first column entitled, "Date Received".
- (10) Delete the word "Receipt" in the heading of the second column and insert in lieu thereof the word "Check". Enter in this column the number of the check which is to be canceled.



- (11) Delete the word "Remitter" from the heading of the third column and insert in lieu thereof the word "Payee". Enter in this column the name of the payee and enter under the name of the payee the Disbursing Office voucher number. This number may be obtained from Form 1664.
- (12) Enter in the fourth column a brief description of the reason for cancelation such as "Overpayment", "Duplicate payment", "Payee not entitled", etc.
- (13) Enter in the fifth column the amount of the check.
- (14) Enter in the last column the symbol and title of the appropriation or fund against which the check was drawn (126/72215(21)2 C&UALRUSDA).
- (15) Enter the total for all amounts shown in the fifth column in the space provided therefor.
- (16) Enter immediately following the word "Forwarded" in the lower right-hand corner of the form the date such form is forwarded to the Disbursing Office. The certifying officer shall sign on the next line following the word "By" and enter his title in the next line following the word "Title". The name and title of the certifying officer shall be typed on all copies.
- (17) Make no entries in the lower left-hand corner of the form as this space is reserved for the use of the Disbursing Office.

b. Distribution of form.

- (1) The original and four copies shall be transmitted to the Disbursing Office.
- (2) Two copies shall be retained in a pending file.
- (3) Upon receipt of the original and four copies, the Disbursing Office clerk will fill in the first and second lines in the lower left-hand corner of the form and will retain one copy in the Disbursing Office, return one copy to the State office, forward one copy to the Records and Accounts Section, Agricultural Adjustment Administration, and forward the original and one copy to the Treasury Department in Washington, D. C., from whence the original will be forwarded to the General Accounting Office in Washington, D. C.
- (4) When the receipted copy is returned by the Disbursing Office enter on the copies in the pending file the

data which was entered by the Disbursing Office in the lower left-hand corner of the receipted copy.

- (5) Send one copy of Form 1044 to the accountant and attach thereto the copy of ACP-28 for each case which shows whether part of the proceeds of the canceled check is reclaimable.
- (6) Forward one copy of Form 1044 to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.
- (7) File the remaining copy in the State office file.

E. Redelivery of checks to payee.

If a payee is located or if a payee decides to accept his check after such check has been returned to the Disbursing Office, a request for the return of such check must be signed by the payee before the State office may authorize the return of such check. Upon receipt of such request determine the location of the check by examining the Form 1664 file.

1. If the check is less than one fiscal year old, determine whether the check is in the Disbursing Office or in the General Accounting Office. If the check is in the Disbursing Office, type on the reverse side of both copies of Form 1664 a memorandum addressed to the Disbursing Officer requesting that the check be mailed to the payee. This memorandum shall set forth the reason why such check should be returned and the payee's present address. Such memorandum shall be signed by the certifying officer. Transmit one copy of Form 1664 with the memorandum on the reverse side thereof to the Disbursing Office, and return the other copy to the Form 1664 file. Type on ACP-28 the action taken and file such forms together with the correspondence pertaining thereto in a dead file.
2. If the check is less than one fiscal year old and if such check was retained in the Disbursing Office for the required period and then forwarded to the Check Accounting Division of the General Accounting Office, proceed as follows:
  - a. Prepare AD-42 as follows:
    - (1) Prepare AD-42 in quadruplicate (original and three copies).
    - (2) Delete the words "Claims Division" and insert in lieu thereof the words "Check Accounting Division".
    - (3) After the word "of" insert the name and address of the claimant.

- (4) Insert the amount claimed in the space provided therefor. This amount shall be the amount which is claimed by the applicant or in the absence of a definite claim by the applicant it shall be the amount of the check which is being retained by the General Accounting Office.
  - (5) Enter after the words "Approved for" the amount which is properly allowable to the claimant. This amount is the amount of the check which is being held in the General Accounting Office. If there is any difference between the amount claimed and the amount approved, such difference shall be entered after the words "Differences explained below" and an explanation shall be given outlining the reason for such difference.
  - (6) Delete the word "Chargeable" and insert in lieu thereof the word "Charged". Enter after the word "Charged" the amount shown after the words "Approved for" and indicate the symbol and title of the appropriation to which such amount has been charged.
  - (7) The remainder of the space on the form shall be used for a detailed statement relative to the claim. There should be included in this statement a request that the General Accounting Office forward to the payee the check which is being retained in the General Accounting Office.
  - (8) The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the full name and address of the certifying officer shall be typed on the first copy of AD-42.
  - (9) The third copy of AD-42 shall be retained in the State office and the original, first, and second copies of AD-42, together with the original of the payee's letter requesting the return of his check, shall be sent to the Office of Budget and Finance, Department of Agriculture, Washington, D. C., with a request that they be forwarded to the General Accounting Office.
- b. Enter on the reverse side of one copy of Form 1664 a notation to the effect that the Check Accounting Division of the General Accounting Office has been requested to return the payee's check. Return this copy of Form 1664 to the file and destroy the other copy of Form 1664.
  - c. Type on ACP-28 under the caption "Action Taken" a brief statement regarding the disposition of the case and file the remaining copies of ACP-28 in a dead file with the correspondence pertaining thereto.



3. If the check is more than one fiscal year old and if such Check was retained in the Disbursing Office for the required period and then forwarded to the Check Accounting Division of the General Accounting Office from whence it was forwarded to the Claims Division of the General Accounting Office and covered into an account entitled, "Outstanding Liabilities", proceed as follows:
  - a. Prepare AD-42 in accordance with the procedure outlined in II, E, 2, supra, except that the words "Claims Division" shall not be deleted and the words "Check Accounting Division" shall not be entered.
  - b. Enter on the reverse side of one copy of Form 1664 a notation to the effect that the Claims Division of the General Accounting Office has been requested to authorize the issuance of a check in the amount of the check which has been covered into "Outstanding Liabilities".
  - c. Type on ACP-28 under the caption "Action Taken" a brief statement regarding the disposition of the case and file the remaining copies of ACP-28 in a dead file with the correspondence pertaining thereto.

### III. LOST CHECKS.

If the State office is notified that a check has been lost, stolen, or destroyed, such notification shall be forwarded as soon as possible to the Disbursing Office. The handling of such cases comes within the exclusive jurisdiction of the Treasury Department and appropriate action will be taken by the Disbursing Office to make a prompt and satisfactory settlement of such cases.

### IV. CHECKS ISSUED FOR LESS THAN AMOUNT DUE THE APPLICANT.

- A. Where error was made in county office.
  1. Upon receipt of a corrected application, a corrected summary of performance, if necessary, and a statement of claim, examine such forms to determine whether the applicant is entitled to an adjustment.
    - a. Determine that the corrected application has been signed by the applicant, a member of the county committee and by the farm reporter. If the farm reporter is no longer employed or is otherwise unavailable the county committee should indicate that the corrected records of the farm reporter or a special investigation forms the basis of the claim.
    - b. Determine that there is a statement of claim signed by the applicant.
  2. Check the corrected application against the file copy of the computation form for the original application to determine



that no changes have been made other than those specifically enumerated in the statement of claim.

3. If it is determined that an adjustment is to be made, proceed as follows:

a. Prepare a set of computation forms in accordance with existing procedure.

(1) If only the initial payment has been made

(a) Enter on the corrected computation form to the left of the net payment to applicant, the amount of the initial payment check which was drawn in favor of the applicant.

(b) To the left of the figure entered under subparagraph (a), supra, enter the difference between the net payment to applicant and the amount of the initial payment check; for example, if the corrected gross payment to applicant is \$110.00, deduction for administrative expense \$10.00, the net payment to applicant \$100.00, and initial payment \$60.00, the \$110.00, \$10.00, and \$100.00 will be shown on the computation form in accordance with the regular procedure. To the left of the \$100.00 entry will be \$60.00 and to the left of the \$60.00 entry will be \$40.00. The \$40.00 will be the amount due the applicant.

(c) Enter on the corrected application in the space provided therefor beneath the words "Certificate of Administrative Officer" the following:

(a-1) In the space provided for administrative expenses, enter the percentage and the amount of administrative expenses shown on the corrected computation form (the amount is \$10.00 in the example).

(a-2) Enter in the space provided for the approved payment to the applicant, the amount determined to be due the applicant (\$40.00 in the example).

(a-3) Enter in the space provided for the amount of payment, the amount determined by adding the entries made pursuant to items (a-1) and (a-2), supra, (\$50.00 in the example).

(d) Prepare a memorandum addressed to the Chief of Party of the General Accounting Office setting forth the check number of the check issued under

the original application, the bureau schedule number, the administrative number, and the Disbursing Office Voucher Number of the schedule form on which such check was listed, and indicate on this memorandum all errors which have been corrected. This memorandum shall be signed by the certifying officer. If the original check was returned to the Disbursing Office, a copy of ACP-28 shall be used in lieu of the above-described memorandum and when so used shall be signed by the certifying officer. If ACP-28 is used indicate in the space provided under the caption "Action Taken", that the Disbursing Office has been requested to return the original check to the payee and that a supplemental check is to be issued for the additional amount. Attach one copy of ACP-28 to the corrected application and the original computation form and file the other copy with the copy of the computation form.

- (2) If one check has been issued to cover all payments - for example, if the corrected "gross payment to applicant" is \$110.00, the "Deduction for Administrative Expense" \$11.00, and the "Net Payment to Applicant" \$99.00, while the original computed amounts were \$100.00, \$10.00, and \$90.00, respectively - proceed as follows:
- (a) Enter on the corrected computation form to the left of the entry for the deduction for administrative expenses the amount shown on the original computation form (\$10.00 in the example case).
  - (b) Enter to the left of the entry made under subparagraph (a), supra, the difference between the original and corrected amount of administrative expenses (\$1.00 in the example case).
  - (c) Enter to the left of the entry for the net payment to applicant, the amount previously paid to the applicant (\$90.00 in the example case).
  - (d) Enter to the left of the entry made under subparagraph (c), supra, the difference between the corrected net payment to applicant and the amount previously paid (\$9.00 in the example case).
  - (e) Enter on the corrected application in the space provided beneath the words "Certificate of Administrative Officer".
    - (a-1) In the space provided for administrative expenses enter the percentage and the amount determined under subparagraph (b),

supra, (the amount in the example case is \$1.00).

- (a-2) In the space opposite the words "Approved Payment to Applicant" enter the amount determined under subparagraph (d), supra, (\$9.00 in the example case).
- (a-3) In the space opposite the words "Amount of Payment" enter the sum of the entries made pursuant to (a-1) and (a-2), supra, (\$10.00 in the example case).
- (f) Prepare a memorandum addressed to the Chief of Party of the General Accounting Office in accordance with the procedure set forth in IV, A, 3, a, (1), (d), supra.
- (3) If an initial and final payment have been made - for example, if the corrected "Gross Payment to Applicant" is \$100.00 the "Deduction for Administrative Expenses" \$8.00, and the "Net Payment to Applicant" \$92.00, while the initial payment received by the applicant was \$45.00 and the final payment was \$1.00, - proceed as follows:
  - (a) Enter on the corrected computation form to the left of the entry for the net payment to applicant the initial and final payments received by the applicant (\$45.00 and \$1.00 in the example case). Enter both payments in the same space, the final payment below the initial payment.
  - (b) Enter to the left of the entries made under subparagraph (a), supra, the difference between the corrected "Net Payment to Applicant" and the sum of the initial and final payments made to the applicant (\$46.00 in the example case).
  - (c) Enter on the corrected computation form to the left of the entry for the gross payment to applicant the amount of the gross payment determined on the original computation form (\$50.00 in the example case).
  - (d) Enter to the left of the entry made under subparagraph (c), supra, the difference between the corrected and original amount of "Gross Payment to Applicant" (\$50.00 in the example case).
  - (e) Enter immediately below the entry made under subparagraph (d), supra, and above the entry made under subparagraph (b), supra, the difference between such entries (\$4.00 in the example case).



(f) Enter on the corrected application, beneath the words "Certificate of Administrative Officer"

(a-1) In the space provided for administrative expenses enter the percentage and the amount determined under subparagraph (e), supra, (the amount in the example case is \$4.00).

(a-2) In the space opposite the words "Approved Payment to Applicant" enter the amount determined under subparagraph (b), supra, (\$46.00 in the example case).

(a-3) In the space opposite the words "Amount of Payment" enter the sum of the entries made pursuant to (a-1) and (a-2), supra, (\$50.00 in the example case).

(g) Prepare a memorandum to the Chief of Party of the General Accounting Office in accordance with the procedure set forth in IV, A, 3, a, (1), (d), supra.

(4) Transmit the corrected application and related forms to the Payment Schedule Unit where the amount due will be scheduled on ACP-13, Revised. The personnel of the Payment Schedule Unit shall be advised that cases involving adjustments must not be entered on the same schedule form used for regular cases and that such schedule form shall be identified by inserting in the upper right-hand corner thereof the words, "Adjustment Cases." The payment to the applicant and the administrative expenses which are to be scheduled shall be taken from the corrected application in the space provided for the Certificate of Administrative Officer. When properly scheduled, the corrected application and all related forms (including the statement of claim signed by the applicant) shall be transmitted to the General Accounting Preaudit Office.

4. If it is determined that no adjustment is to be made, notify the county committee and indicate the reason for the rejection of the claim for an adjustment.

B. Where error was made in the State office.

1. Where a properly signed statement of claim is received, accompanied by a "dummy" application, indicating that the original application was correctly executed but the amount of the check was less than that due the applicant, examine the statement of claim and the "dummy" application to determine whether such claim may be allowed and if such claim may be allowed, proceed as follows:



- a. If the original check drawn in favor of the applicant has been returned to the Disbursing Office, follow the procedure set forth in II, E. supra, in order that such check may be returned to the payee.
- b. Check the entries on the file copy of the computation sheet against the data shown on the "dummy" application. If a discrepancy is found, determine from the summary of performance whether the entries on the file copy of the computation sheet or the dummy application are correct.
- c. If it is determined that the entries on the file copy of the computation sheet are correct, check all computations on such file copy to determine that the computations were correctly made.
- d. If no error is found in the computations, determine whether the amounts shown on the computation sheet were properly entered on the schedule forms.
- e. If it is determined that an error was made in the State office, prepare a set of computation forms in accordance with existing procedure and otherwise follow the procedure set forth in IV, A, subparagraphs 2, 3, and 4, supra.

C. Where error was made in Disbursing Office.

1. If upon investigation, it is determined that the Disbursing Office issued a check in favor of an applicant for an amount less than the amount shown on the schedule form the statement of claim shall be forwarded to the Disbursing Office with a request that appropriate steps be taken to cancel the original check and issue a corrected check in lieu thereof for the amount approved for payment on the schedule form. If Form 1664 has been received for a check which was erroneously issued by the Disbursing Office, a notation should be entered on the reverse side thereof indicating the nature of the case and the fact that it has been referred to the Disbursing Office for appropriate settlement. File one copy of Form 1664 and destroy the other.

V. CHECK ISSUED FOR MORE THAN THE AMOUNT DUE THE APPLICANT.

A. Where error was made in the county office.

1. Determine that the check issued under the original application was returned to the Disbursing Office or if such check was negotiated, that an appropriate refund was made.
2. Determine that a corrected application has been submitted and that a corrected summary of performance has been submitted, if such form is necessary.
  - a. The corrected application need not be signed by the applicant

- b. An explanation should be made by the farm reporter who signed the original application indicating the exact nature of the error which was made. If such farm reporter is no longer employed or is otherwise unavailable the county committee shall indicate that fact and show that his corrected records or an additional investigation form the basis of the claim.
3. If the original check(s) were returned, authorize the cancellation of such check(s) by following the procedure set forth in II, D, 3, supra.
    - a. If only the initial payment has been made
      - (1) Prepare a corrected set of computation forms in accordance with existing procedure.
      - (2) Enter on the "dummy" application in the space provided therefor beneath the words "Certificate of Administrative Officer".
        - (a-1) In the space provided for administrative expenses, enter the percentage and the amount of administrative expenses shown on the computation form.
        - (a-2) Opposite the words, "Approved Payment to Applicant", enter the amount shown on the computation form opposite the words, "Net Payment to Applicant".
        - (a-3) In the space opposite the words "Amount of Payment" enter the sum of the entries made Pursuant to (a-1) and (a-2), supra.
      - (3) Complete ACP-28 by entering under "Action Taken" a description of the procedure which has been followed.
    - b. If all payments have been made
      - (1) Prepare a set of computation forms in accordance with existing procedure.
      - (2) Determine the difference between the deduction for administrative expenses previously made and the correct amount of such administrative expenses.
      - (3) Enter on the "dummy" application beneath the words "Certificate of Administrative Officer".
        - (a) In the space provided for administrative expenses, enter the percentage and the correct amount of administrative expenses.

- (b) Enter opposite the words, "Approved Payment to Applicant", the amount computed on the corrected computation form.
  - (c) In the space opposite the words "Amount of Payment" enter the sum of the entries made pursuant to (a) and (b), supra.
  - (4) Complete ACP-28 by entering under the caption "Action Taken", a description of the procedure which has been followed. A notation shall be inserted thereon indicating that the administrative expense in connection with the application has been reduced, and indicate the amount previously charged for administrative expenses and the correct amount of administrative expenses. Attach one copy of ACP-28 to the original of the corrected computation form and file the other copy with the corrected copy of the computation form (the third copy of ACP-28 will have been sent to the accountant with Form 1044). The application, computation form, ACP-28, and the schedule forms shall be routed through the General Accounting Preaudit Office.
4. If a refund has been made in the amount of the excess payments which the applicant has received.
- a. Schedule the refund by following the procedure set forth in X, infra.
    - (1) Prepare a corrected set of computation forms in accordance with existing procedure.
    - (2) Determine the difference between the deduction for administrative expenses previously made and the correct amount of such administrative expenses.
    - (3) Enter on the "dummy" application beneath the words "Certificate of Administrative Officer".
      - (a) In the space provided for administrative expenses, enter the percentage and the amount computed under subparagraph (2), supra. The entry should be preceded by a minus sign (-) and circled.
      - (b) Enter a zero opposite the words "Approved Payment to Applicant."
    - (4) Complete Form ACP-28 as set forth in V, A, 3, b, (4), supra.
    - (5) The application and corrected computation form shall be filed in the State office. A copy of ACP-28 showing the



administrative expenses previously charged and the correct amount of administrative expenses which should have been charged shall be forwarded to the Records and Accounts Section, Agricultural Adjustment Administration, Washington, D.C., at the same time the refund is scheduled for deposit in the regular appropriation accounts.

B. Where error was made in State office:

1. Determine that the check issued under the original application has been returned to the Disbursing Office or if such check has been negotiated that an appropriate refund was made.
2. Determine that a "dummy" application and a statement by the county committee have been received.
  - a. The "dummy" application need not be signed by the applicant.
  - b. If a "dummy" application has not been submitted by the county committee, one may be prepared from the summaries of performance and the original computation form on file in the State office.
3. If the original check was returned authorize the cancelation of such check by following the procedure set forth in II, D, 3, supra, and if a refund was made, schedule such refund by following the procedure set forth in X, infra.
4. Prepare a corrected set of computation forms, if necessary.
5. Approve and certify the "dummy" application as follows:

If only the initial payment has been made, follow the procedure set forth in V, A, 3, a, supra; if all payments have been made follow the procedure set forth in V, A, 3, b, supra; and if a refund has been made in the amount of the excess payment, follow the procedure set forth in V, A, 4, supra.

6. Complete ACP-28 as set forth in V, A, 3, b, (4), supra, and forward it as provided in V, A, 3, b, (5), supra.

C. Where error was made in Disbursing Office.

1. If upon investigation it is determined that the Disbursing Office issued a check in favor of an applicant for an amount in excess of the amount shown on the schedule form, the statement of claim shall be forwarded to the Disbursing Office with a request that appropriate steps be taken to cancel the original check and issue a corrected check in lieu thereof for the amount approved for payment on the schedule form. If Form 1664 has been received for a check which was erroneously issued by the Disbursing Office, a notation shall be entered on the reverse side thereof indicating the nature of the case and the fact that it has been referred to the Disbursing Office for appropriate settlement. File one copy of Form 1664 and destroy the other copy



VI. CHECK ISSUED IN FAVOR OF WRONG PAYEE

A. Where error was made in county office

1. Determine that the check was returned to the Disbursing Office or that an appropriate refund was made.
2. Determine that a corrected application has been submitted, signed by
  - a. The applicant.
  - b. A county committeeman signing for the committee.
  - c. The farm reporter who signed the original application unless such farm reporter has been discharged or is otherwise unavailable, in which event an explanation should be made by the county committee.
3. Determine that a statement of claim is submitted signed by the applicant.
4. If the original check was returned, authorize the cancelation of such check by following the procedure set forth in II, D, 3, supra, and if a refund was made, schedule such refund by following the procedure set forth in X, infra.
5. Examine and certify the corrected application for full payment in accordance with the regular procedure.
6. Indicate on ACP-28 under the caption, "Action Taken";
  - a. that the name of the payee was incorrectly shown on the original check
  - b. that cancelation of the original check has been effected by means of Form 1044 or that an appropriate refund was made and scheduled on Form 1044. (Give Form 1044 Schedule No.)
  - c. that a corrected check is being authorized in favor of the applicant.
7. Attach one copy of ACP-28 to the corrected application and file the other copy in the dead file. (The third copy will have been forwarded to the accountant with Form 1044).

B. Where error was made in the State office:

1. Determine that the check was returned to the Disbursing Office or that an appropriate refund was made.
2. If the original check was returned, authorize the cancelation of such check by following the procedure set forth in II, D, 3,

supra, and if a refund was made, schedule such refund by following the procedure set forth in X, infra.

3. If a dummy application has not been submitted, prepare one in the State office.
  4. Indicate on ACP-28 under the caption, "Action Taken",
    - a. that the name of the payee was incorrectly shown on the original check,
    - b. that cancelation of the original check has been effected by means of Form 1044 or that an appropriate refund was made and schedule on Form 1044. (Give Form 1044 Schedule No.)
    - c. that a corrected check has been authorized in favor of the applicant.
  5. Examine and certify the dummy application for full payment in accordance with the regular procedure.
  6. Attach one copy of ACP-28 to the dummy application and file the other copy in the dead file. (The third copy should have been forwarded to the accountant with Form 1044.)
- C. Where error was made in the Disbursing Office.
1. If, upon investigation, it is determined that the Disbursing Office issued a check in favor of a payee whose name did not appear on the schedule form the statement of claim shall be forwarded to the Disbursing Office with a request that the original check be canceled and that a corrected check be issued in favor of the applicant whose name appears on the schedule form. If Form 1664 is received for a case of this nature, a notation shall be entered on the reverse side thereof indicating that the Disbursing Office made an error in drawing the check and that the case has been referred to the Disbursing Office for appropriate settlement. File one copy of Form 1664, and destroy the other copy.

#### VII. APPLICATION SUBMITTED ON IMPROPER FORM.

##### A. Discovered after a check has already been issued.

1. If, after checks have been issued a corrected NCR-15 is submitted to replace two or more Forms NCR-12, or if corrected Forms NCR-12 are submitted to replace an NCR-15, the following procedure shall be followed:
  - a. where payments issued under the original application(s) are in excess of the amount determined to be due the applicant.
    - (1) If all checks have been returned, they shall be canceled and the corrected application(s) shall

be audited for full payment in accordance with the regular procedure. In such case the accountant shall be informed in the usual manner on ACP-28 that the administrative expenses previously charged were in error. The correct amount of administrative expenses shall be shown on ACP-28.

- (2) If the applicant has made a refund of the excess payments which he has received, and has retained an amount which is determined to be due him, the corrected application(s) shall be approved for "no payment". The accountant shall be informed in the usual manner on ACP-28 that the administrative expenses previously charged were in error. The correct administrative expenses shall be shown on ACP-28.
  - (3) In (1) and (2), supra, ACP-28 shall indicate under the caption, "Action Taken",
    - (a) The serial number(s) of the original application(s).
    - (b) The check numbers and the amounts issued under the original application(s).
    - (c) Whether the original checks have been canceled or whether a refund has been made and the amount of the refund.
    - (d) The reasons for submitting the corrected application(s).
    - (e) The amount determined to be due the applicant.
    - (f) The amount previously charged for administrative expenses and the correct amount which should be charged.
  - (4) If the applicant has failed to return the checks which were drawn in his favor and if he has failed to make an appropriate refund, he shall be requested to make a refund.
- b. Where payments issued under the original application(s) are less than the amount determined to be due the applicant.
- (1) If all the checks have been returned to the Disbursing Office, they shall be returned to the payee in accordance with the procedure set forth in II, E, supra. In such cases, the corrected application(s) shall be examined for payment but there shall be deducted from the full payment the amount previously paid the applicant under the original application(s) which he submitted. The procedure to be followed in preparing the computation forms and certifying the corrected application for payment is set forth in IV, A, supra.



(2) If the applicant did not return the checks which he received or refund the amount of such checks, the corrected application(s) shall be examined in accordance with the regular procedure, but there shall be deducted from the amount of the full payment, the amount which the applicant previously received under the original application(s) which he submitted. In such cases the accountant shall be informed of the correction necessary in connection with administrative expenses.

(3) In (1) and (2), supra, the corrected application(s) shall be accompanied by a memorandum or by ACP-28 indicating

(a) The serial number(s) of the original application(s).

(b) The check number(s) issued under the original application(s).

(c) Whether the original checks have been returned, and if they have, whether the Disbursing Office has been authorized to redeliver them to the payee.

(d) The reasons for submitting the corrected application(s).

(e) The amount determined to be due the applicant.

(f) The amount previously charged for administrative expenses and the correct amount which should be charged.

B. Discovered before a check was issued.

1. If, before a check has been issued, two or more corrected applications are submitted to replace one application or if one application is submitted to replace two applications, the following procedure shall be followed:

a. If the original application is in the State office,

(1) Remove it from its regular place and substitute in its place the corrected application(s).

(2) Adjust the control records to show the substitution of applications.

(3) Indicate on the original application that it has been replaced by a corrected application and file it in a dead file.



- (4) Prepare corrected computation forms and otherwise handle the corrected application in accordance with the regular procedure.
- b. If the original application has been transmitted to the General Accounting Office
  - (1) Request the return of such application,
  - (2) Make the necessary adjustments in the control record, the payment schedules, and the accounting records.
  - (3) Indicate on the original application that it has been replaced by a corrected application.
  - (4) Prepare corrected computation forms and otherwise handle the corrected application in accordance with the regular procedure.
  - (5) Forward both the original and corrected applications to the General Accounting Office.
- c. If the original application has been forwarded to the Disbursing Office.
  - (1) Request the return of such application
  - (2) Make the necessary adjustments in the control record, the payment schedules and the accounting records.
  - (3) Indicate on the original application that it has been replaced by a corrected application.
  - (4) Prepare corrected computation forms and otherwise handle the corrected application in accordance with the regular procedure.
  - (5) Forward both the original and corrected applications to the General Accounting Office.

VIII. ERROR IN ORIGINAL APPLICATION DISCOVERED BEFORE CHECK ISSUED.

A. Error discovered in county office.

1. If, before a check has been issued, a corrected application is submitted indicating that some of the basic data on the original application was incorrect, determine the location of the original application and handle the case as set forth in VII, B, 1, supra.
2. If, before a check has been issued, a corrected application is submitted indicating that the name of the applicant was improperly shown in the original application, determine the

location of the original application and handle the case as set forth in VII, B, 1, supra.

B. Error discovered in State office.

1. If, before a check has been issued, it is determined that an application was erroneously approved in the State office for more or less than the amount due the applicant or that the name of the payee was improperly designated or that any other type of error was made in connection with an application
  - a. Determine the location of the original application.
  - b. Request the return of such application.
  - c. Handle as a suspended case.

IX. DEATH OR INCOMPETENCY OF ORIGINAL APPLICANT.

A. Discovered before original application has left State office.

1. If before a check has been issued in connection with an application, a corrected application is submitted indicating that the original applicant is deceased or has been declared incompetent by a court of competent jurisdiction and such corrected application is signed by the administrator or executor of the estate of the original applicant or by the guardian or a committee of the original applicant, or by his heirs, if there is a showing that no administration on the estate of the original applicant is contemplated, withdraw the original application and substitute in lieu thereof the corrected application. If there is no serial number on the corrected application, insert thereon the serial number of the original application. Make a notation on the original application to the effect that it has been replaced by a corrected application but do not make any notation on the corrected application. The corrected application shall be handled as though the original application had never been received and the original application shall be placed in the dead file.

B. Discovered after original application has left the State office and prior to the issuance of a check in connection therewith.

1. If, after an application has been forwarded to the General Accounting Office and before a check has been issued in connection with such application, a corrected application is submitted indicating that the original applicant is deceased or has been judicially declared incompetent, proceed as follows:
  - a. If a check has not been issued in connection with the original application, request that such original application be returned to the State office.

- b. Make a notation on the original application to the effect that it has been replaced by a corrected application.
  - c. If there is no serial number on the corrected application, insert thereon the serial number of the original application.
  - d. Attach the original application to the corrected application and forward them to the Payment Schedule Unit in order that a corrected schedule may be prepared.
  - e. Forward both the original and corrected application to the General Accounting Office with the schedule forms.
- C. Discovered after a check has been issued.
- 1. Upon receipt of information indicating
    - a. that an applicant died or was judicially declared incompetent before a check issued in his favor was cashed, or
    - b. that an applicant died or was judicially declared incompetent during the time that elapsed between the negotiation of the initial payment check and the issuance of the final payment check,
- the State committee shall advise the county committee to have Form 1055 prepared in accordance with the "Procedure for the County Committees in Cases Involving Undelivered Checks, Lost Checks, and Adjustments", if such form has not already been submitted. In such cases the county committee shall be advised that if the check has not been negotiated it shall be returned to the Disbursing Office and that Form 1055 shall be transmitted to the State office at the same time.
- 2. Upon receipt of Form 1055 and related documents submitted in connection therewith, prepare an administrative report on AD-42 as follows:
    - a. Prepare AD-42 in quadruplicate (original and three copies)
    - b. After the word "of" insert the name and address of the claimant.
    - c. Insert the amount claimed in the space provided therefor. This amount shall be determined as follows:
      - (1) If the total payment due under the application was made by a single check drawn in favor of a deceased or incompetent applicant, the amount claimed shall be the amount of the returned check.



- (2) If only the initial payment due under the application was issued in favor of a deceased or incompetent applicant
    - (a) The amount claimed shall be the amount of the final payment if the original check was negotiated, or,
    - (b) The amount claimed shall be the amount of the initial payment check plus the amount of the final payment if the initial payment check was returned to the Disbursing Office.
  - (3) If the initial and final payments were issued in favor of a deceased or incompetent applicant and either or both of such checks were returned, the amount claimed shall be the amount of the returned check(s).
- d. Enter following the words "Approved for" the amount which is properly allowable to the claimant. If there was no error in computing the first payment and if the data on the application was correct, the amount claimed and the amount approved will be the same. If there is a difference between the amount claimed and the amount approved such difference shall be entered after the words "Differences explained below." In such cases an appropriate explanation shall be given outlining the reason for such difference.
- e. If the initial payment check has been issued and if no second payment has yet been made
- (1) Enter after the words "Appropriation Chargeable" the amount of the second payment less administrative expenses and the appropriation which is to be charged.
  - (2) Enter below the words "Appropriation chargeable" the words "Appropriation Charged", and opposite such words enter the amount of the first payment and the appropriation to which it was charged.
  - (3) Forms ACP-13, Revised, and ACP-14 shall be prepared in quadruplicate. The original and one copy of each of such forms shall be transmitted to the Office of Budget and Finance together with AD-42. One copy shall be forwarded to the State Accountant and the other copy shall be retained in the State office. These forms shall not be sent to the General Accounting Preaudit Office.
- f. If all payment checks have been issued, delete the word "Chargeable" and insert in lieu thereof the word "Charged." Enter the amount of such payments and the appropriation to which they were charged.



- g. The remainder of the space on the form shall be used for a detailed statement relative to the claim. It is important that the opening part of the statement be worded as follows:
- "According to the records of \_\_\_\_\_ State office, North Central Division, Agricultural Adjustment Administration", etc. Where the claim is in whole or in part for the proceeds of a check that has been issued there must be included in the explanation a statement to the effect that the check in question was transmitted to the General Accounting Office by the Disbursing Office under date of \_\_\_\_\_, which date may be secured from the copy of M-66 which was received from the Disbursing Office.
- h. The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the full name and address of the certifying officer shall be typed on the first carbon copy of AD-42.
- i. The third copy of AD-42 shall be retained in the State office and the original, first, and second copies of AD-42 together with Form 1055 and documents pertaining thereto shall be forwarded to the Office of Budget and Finance, Department of Agriculture, Washington, D. C., where AD-42 will be dated and signed. The original of AD-42, Form 1055, and related documents will then be forwarded to the Claims Division of the General Accounting Office. The first copy will remain in the files of the Office of Budget and Finance and the second copy will be returned to the State office.
- j. When the claim has been settled by the General Accounting Office, the Office of Budget and Finance and the State office will be notified.

X. REFUNDS.

A. Nature of Refunds.

1. Refunds should be in the form of
  - a. Postal money order.
  - b. Certified check.
  - c. Cashier's check.

B. Examination of refund remittances.

1. Determine that the remittance is properly dated.
2. The written amount on the remittance must agree with the amount shown in figures thereon.
3. The remittance should be drawn in favor of "Treasurer, United States". A remittance drawn payable to "North

Central Division" or to "Agricultural Adjustment Administration", or to "Department of Agriculture" or in a similar impersonal manner may (if otherwise negotiable) be accepted and endorsed by rubber stamp in the manner hereinafter indicated. Checks drawn payable to some person other than the Treasurer of the United States must be returned to the remitter through the county committee with a letter requesting that a new check be submitted, drawn payable to the Treasurer of the United States.

4. The remittance must be signed.
5. If the remittance is not in negotiable form it must be returned to the remitter through the county committee accompanied by a letter of explanation.

C. Period of retention of refund remittances.

1. Refunds shall not be retained in the State office but shall be scheduled immediately and forwarded to the Disbursing Office for deposit in the United States Treasury.

D. Endorsements.

1. The remittances drawn payable to the Treasurer of the United States shall be endorsed for purposes of identification by means of a rubber stamp reading as follows:

"Pay to the Order of  
The Treasurer of the United States  
Division of Disbursement, Treasury Department  
North Central Division, AAA, U. S. Dept. of Agriculture.

"

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State Office

E. Forms used in connection with refunds.

1. Form ACP-28.

a. Preparation of form.

- (1) Prepare an original and two copies of ACP-28 and one copy of ACP-28A.
- (2) Enter at this time in the spaces provided therefor
  - (a) The name of the remitter (the person who forwarded the remittance to the State office)
  - (b) The address of the remitter.
  - (c) The applicant's name.

- (d) The nature of the remittance (certified check, money order, cashier's check, etc.)
  - (e) The payee's name (should be "Treasurer, United States").
  - (f) State and county code.
  - (g) Application serial number.
  - (h) The date of remittance.
  - (i) The remittance number (this is the number on the check or money order).
  - (j) The amount of the remittance.
  - (k) The receipt number. The receipt number is to be assigned to ACP-28 in consecutive order, that is, the first ACP-28 covering a refund is to be numbered "1" and succeeding Forms ACP-28 are to be numbered in consecutive order.
- (3) When Form 1044 has been returned from the Disbursing Office, enter on ACP-28 in the space provided therefor
- (a) The schedule number of Form 1044, Revised.
  - (b) The certificate of deposit number.
  - (c) The date of deposit.
  - (d) The fund credited.
- (4) When the case is settled enter under the caption, "Action Taken" a brief description of the procedure followed in connection with the settlement of the case.
- b. Disposition of Form ACP-28.
- (1) When the form is prepared
    - (a) Mail ACP-28A to the remitter as a receipt for his remittance.
    - (b) Enter on the other three copies the date ACP-28A was mailed to the remitter and file them with the related letter in the chronological letter file.
  - (2) When the case has been settled



(a) Attach one copy to the case when it is forwarded to the General Accounting Office.

(b) Forward one copy to the accountant.

(c) File one copy in the State office file.

2. Form 1044 used as a Schedule of Collections.

a. Preparation of form.

- (1) Prepare Form 1044 in octuple (original and seven copies).
- (2) Do not enter more than one type of remittance on a set of Forms 1044, that is, do not enter money order remittances and certified check remittances on the same set of forms.
- (3) Do not list collections to be credited to special deposits accounts and collections to be credited to other accounts on a single set of Forms 1044.
- (4) Do not list refunds for more than one county on a set of Forms 1044. Enter the State and county code above the words "Schedule of Collections".
- (5) Enter on the first line in the upper right-hand corner the schedule number. Where Form 1044 is used as a schedule of collections and the money is deposited into the regular appropriation, assign No. 1 to the first set of forms and assign consecutive numbers to each succeeding set of such forms. Where Form 1044 is used as a schedule of collections and the money is deposited in the special deposit account, assign No. 2001 to the first set of forms and assign consecutive numbers to each succeeding set of such forms. Care shall be exercised to see that separate series of schedule numbers are used when Form 1044 is used as a schedule of canceled checks and when such form is used as a schedule of collections.
- (6) Enter in the space immediately above the words "Department or Establishment" the word "Agriculture".
- (7) Enter in the space above the words "Bureau or Office" the letters "A.A.A." and the name of the State office.
- (8) Enter immediately following the words "Received by" the name "G. F. Allen"; enter over the word "Title" the words "Chief Disbursing Officer"; and enter immediately above the word "Station"



the city and State where the Regional Disbursing Office is located.

- (9) Enter immediately following the word "Period" and above the words "Month or quarter ended" the month during which it is anticipated that the Disbursing Office will handle the form.
- (10) Enter the Disbursing Office symbol number in the space provided therefor. This number may be obtained from the Disbursing Office.
- (11) Enter in the first column under the caption "Date Received", the date of receipt of the remittance.
- (12) Enter in the second column under the caption "Receipt No." the receipt number shown on the third line at the right-hand side of ACP-28.
- (13) Enter in the third column under the caption "Name of Remitter" the name of the applicant who is to receive credit for the remittance. Enter under the name of the applicant the type of remittance, such as, "money order", "certified check", etc., and if the remittance has been made by check enter the name of the bank upon which such check was drawn.
- (14) Enter in the fourth column a brief description of the reason why the refund was made, such as "Overpayment", "Duplicate Payment", "Payee not Entitled", etc. Enter in this column the number of the check by which the overpayment was made and the Disbursing Office voucher number of the schedule form on which such check was listed.
- (15) Enter in the fifth column the amount of the remittance.
- (16) Enter in the last column the symbol and title of the appropriation which is to be credited.
  - (a) In the event a refund is received and some doubt exists as to the reason for the refund or as to whether it is for the correct amount, the refund shall be credited to a special deposit account, the number and title of which will be furnished by the Regional Disbursing Officer.
  - (b) In cases where it is evident that the refund has been made in connection with an agricultural conservation payment and is for the correct amount due the entry in the last column shall be "126/72215(21)2 C&UALRUSDA".

- (17) Enter the total for all amounts shown in the fifth column in the space provided therefor.
- (18) Enter immediately following the word "Forwarded" in the lower right-hand corner of the form the date such form is forwarded to the Disbursing Office. The certifying officer shall sign on the next line following the word "By" and enter his title in the next line following the word "Title". The name and title of the certifying officer shall be typed on all copies.
- (19) Make no entries in the lower left-hand corner of the form as this space is reserved for the use of the Disbursing Office.
- (20) When a copy of Form 1044 is returned by the Disbursing Office, enter on all the copies in the pending file the certificate of deposit number and other data entered by the Disbursing Office in the lower left-hand corner of the receipted copy.

b. Distribution of form.

- (1) The original and three copies of Form 1044 shall be transmitted to the Disbursing Office together with the remittance (money order, certified check, etc.).
- (2) One copy shall be forwarded to the Bookkeeping and Warrants Section, Treasury Department, Washington, D. C.
- (3) One copy shall be forwarded to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D. C.
- (4) The other two copies shall be retained in a pending file until the receipted copy is returned from the Disbursing Office with the certificate of deposit number indicated thereon. When this data has been inserted on the two copies in the pending file, forward
  - (a) One copy to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.
  - (b) One copy to the State accountant.
  - (c) Retain one copy in the State office file.

c. Refunds sent directly to Disbursing Office and not to State office.

- (1) Where the county committee or an applicant transmits a refund to the Disbursing Office instead of to the State office the Disbursing Office will prepare Form 1044 (Schedule of Collections) and credit the fund to the "Special deposit account". A copy of Form 1044 will be transmitted to the State office with a notation thereon to the effect that such form was prepared in the Disbursing Office. Upon receipt of Form 1044 prepare three additional copies and distribute them as follows:

- (a) One copy to the Record and Accounts Section, Agricultural Adjustment Administration, Washington, D. C.
- (b) One copy to the Office of Budget and Finance, Department of Agriculture, Washington, D. C.
- (c) One copy to the accountant.
- (d) One copy for the State office files.

3. ACP-24 - (Debit Voucher for Uncollectible Check Returned)

a. Purpose.

- (1) If it develops that a remittance was not honored when presented for payment, the Disbursing Office will return the dishonored remittance to the State office, together with two copies of Form 1044 captioned "Schedule of Uncollectible Checks". Sign one copy of Form 1044 and return it to the Disbursing Office as a receipt for the returned remittance. Return the uncollectible check to the remitter and take immediate steps to secure a remittance which will be honored when presented for payment. When such remittance is received, schedule it in accordance with the procedure set forth in X, E, 2, supra, and in addition, insert on Form 1044 a notation indicating that the remittance presents the recovery of the amount of the uncollectible remittance previously scheduled on Form 1044 - Schedule of Collections, Schedule No. \_\_\_\_\_. File the Form 1044 entitled "Schedule of Uncollectible Checks" together with the Form 1044 entitled, "Schedule of Collections" on which the uncollectible check was scheduled.

b. Preparation of form.

- (1) Prepare ACP-24 in quadruplicate (original and three copies).



- (2) Enter in the upper right-hand corner after the word "No.", the schedule number which is assigned to such form. Schedule numbers shall be assigned in consecutive order beginning with number one.
- (3) Enter in the upper right-hand corner after the word "Date" the date the form is prepared.
- (4) After the word "To;" insert on each copy of the form the name of the person or unit to whom such copy is to be forwarded. A copy of such form shall be forwarded to the following:
  - (a) The State accountant.
  - (b) The Office of Budget and Finance, Department of Agriculture.
  - (c) The Records and Accounts Section, Agricultural Adjustment Administration.
  - (d) State Office file.
- (5) After the word "From" enter the name of the State office and between the words "Office" and "Division" enter the words "North Central".
- (6) Describe the uncollectible check in the spaces provided therefor. Space is provided on the form for the description of two uncollectible checks. All uncollectible checks which were originally scheduled on any one Form 1044 must be listed on the same ACP-24. Consequently, if there were more than two uncollectible checks scheduled on one set of Forms 1044, the description of such checks shall be shown on the reverse side of ACP-24.
- (7) Enter after the words "Schedule No." the schedule number of Form 1044 upon which such checks were originally scheduled and enter after the word "Dated" the date of the original Form 1044.
- (8) Enter after the word "Symbol" the number of the appropriation or account originally credited with the amount of the uncollectible checks listed on ACP-24. Enter after the word "Amount" the total amount of the checks credited to such appropriation. The appropriation or account number will be either 126/72215(21)2 or the symbol number of the special deposit account which will be furnished by the Disbursing Office.
- (9) Enter after the word "From" the total amount scheduled on the original Schedule of Collections,



Form 1044, and enter after the word "To" the difference between the amount originally scheduled on Form 1044 and the amount of the uncollectible checks, listed on ACP-24.

- (10) After ACP-24 has been completed it shall be signed by the certifying officer and distributed as provided in subparagraph (4), supra.

4. Form 1045 - Summary of Collections.

a. Preparation of form.

- (1) The Disbursing Office at the close of each month will prepare Form 1045 in septuple (original and six copies) and will transmit the original and five copies to the State office.
- (2) The form should be checked against the Forms 1044 which were prepared during the month and if found to be correct, shall be signed by the certifying officer and distributed as follows:
- (a) The original and one copy to be returned to the Disbursing Office.
- (b) One copy to the State accountant.
- (c) One copy to the Records and Accounts Section, Agricultural Adjustment Administration.
- (d) One copy of the Office of Budget and Finance, Department of Agriculture.
- (e) One copy to State office files.

5. Form 1046 - Schedule of Transfers - Special Deposit.

a. Purpose.

Form 1046 shall be used to transfer funds from the special deposit account to the regular agricultural conservation appropriation (126/72215(21)2). It will not be necessary to use Form 1046, if, when the refund was received and scheduled, it was deposited in the regular appropriation account rather than the special deposit account.

b. Preparation of Form.

- (1) Prepare Form 1046 in octuple (original and seven copies)
- (2) Enter the schedule number in the upper right-hand

corner of the form in the space provided therefor. Such schedule numbers shall be assigned consecutively beginning with No. 1.

- (3) Enter over the words "Department or Establishment" "Department of Agriculture".
- (4) Enter over the words "Bureau or Office" the letters "A.A.A." and the name of the State office, e.g. "A.A.A. - Ohio State Office".
- (5) Enter following the words "Made by", "G. F. Allen" and over the word "Title", "Disbursing Officer", and over the word "Station" the city and State where the Regional Disbursing Office is located.
- (6) Enter following the word "Period" the month in which it is anticipated that the Disbursing Office will effect the transfer of funds. Usually, this will be the month in which the form is prepared.
- (7) Enter after "Disbursing Office Symbol No." the symbol number of the Regional Disbursing Office.
- (8) Enter in columns (1), (2), (3), and (4) of Form 1046 the data shown in the corresponding columns of Form 1044, Schedule of Collections, upon which such refund was previously scheduled for special deposit.
- (9) Enter in the column headed "Amount to be Transferred to Regular Account" the following:
  - (a) If the amount scheduled on Form 1044 is not more than 25 cents in excess of that due from the remitter, enter the amount scheduled on Form 1044.
  - (b) If the amount scheduled on Form 1044 is more than 25 cents in excess of that due from the remitter, enter the amount due from the remitter.
  - (c) If the amount scheduled on Form 1044 is less than that due from the remitter by more than 5 cents, enter the amount shown on Form 1044 and request the remitter to make an additional refund to cover the balance due.
- (10) Enter in the column headed "Fund to Be Credited, etc." the symbol and title of the agricultural conservation appropriation, 126/72215(21)2 C&UALRUSDA.
- (11) The certifying officer shall sign in the space provided for his signature in the lower right-hand corner of the form.

c. Distribution of form.

- (1) The original and three copies of Form 1046 shall be transmitted to the Disbursing Office.
- (2) One copy shall be forwarded to the Bookkeeping and Warrants Section, Treasury Department, Washington, D.C.
- (3) One copy shall be forwarded to the Accounting and Bookkeeping Division, General Accounting Office, Washington, D.C.
- (4) The other two copies shall be retained in a pending file until the receipted copy is returned from the Disbursing Office with the certificate of deposit number indicated thereon. When this data has been inserted on the two copies in the pending file, forward
  - (a) One copy to the Office of Budget and Finance, Dept. of Agriculture, Washington, D. C.
  - (b) One copy to the Accountant.
  - (c) Retain one copy in the State office files.

6. Forms 1047 and 1048 - Public Voucher for Refunds.

a. Purpose.

- (1) Forms 1047 and 1048 are used to authorize the Disbursing Office to reimburse an applicant when the applicant has made a refund in excess of that due.

b. Example: The following is a typical example case in which it will be necessary to use Form 1047 and Form 1048. John Doe makes a refund in the amount of \$50.00 but owes only \$30.00 and for that reason it becomes necessary to reimburse him in the amount of \$20.00

c. Preparation of form.

- (1) Prepare Form 1047 in triplicate (original on Form 1047 and two copies on Form 1048).
- (2) Assign serial numbers to Form 1047 in consecutive order beginning with No. 1. Enter in the space provided therefor, the assigned serial number preceded by the State and county code; for example, 33-22-1.
- (3) Enter the Disbursing Office voucher number in the space provided therefor in the upper right-hand corner of the form.



- (4) Enter after "United States" the words "Department of Agriculture, Agricultural Adjustment Administration, \_\_\_\_\_ State Office".
- (5) Enter after the word "Location" the name of the city and State where the State office is located.
- (6) Enter after the words "Appropriation or Fund" the words "Special Deposit" and enter the symbol number of the special deposit account.
- (7) Enter after the word "To" the name of the payee.
- (8) After the word "Address" enter the words "In Care of" and enter the name and address of the treasurer of the county agricultural conservation association.
- (9) After the word "on" enter the words "Schedule of Collections No." and the number of the Form 1044 upon which the refund was scheduled for special deposit, and enter the date scheduled.
- (10) After the word "for" enter the information appearing in the fourth column of Form 1044 upon which the refund was scheduled.
- (11) Using the example case:
  - (a) Enter \$50.00 after the words "Amount of Deposit"
  - (b) Enter \$30.00 after the words "Applied as explained in remarks below".
  - (c) Enter \$20.00 after the words "Balance authorized to be refunded."
  - (d) Under "Remarks", explain fully the reason for returning the \$20.00 to the payee and the disposition made of the balance of the refund.
  - (e) Enter the date the form is prepared in the lower left-hand corner.
  - (f) The certifying officer shall sign the form and affix his title in the space provided therefor. The name and title of the certifying officer shall be typed on the carbon copies.
  - (g) Do not make any entries below the double line.

d. Distribution of Forms 1047 and 1048.



(1) Form 1047 and one copy of Form 1048 shall be forwarded to the Disbursing Office (not through the General Accounting Preaudit Office).

(2) The remaining copy of Form 1048 shall be retained in the State office files.

7. Form 1064 - Schedule of Disbursements.

a. Purpose. Form 1064 shall be used to schedule Forms 1047 and 1048 in the same manner that ACP-22 is used to schedule Forms ACP-13.

b. Preparation of form.

(1) Form 1064 shall be prepared in quintuple (original and four copies) in the same manner that ACP-22 is prepared, except

(a) In the column headed "Symbol of Appropriation or Fund" enter the words "Special Deposits" and the symbol number of the special deposit account.

(b) A separate series of bureau schedule numbers shall be assigned to Forms 1064.

c. Distribution.

(1) Forward the original and three copies to the Disbursing Office.

(2) Retain the fourth copy in the State office files.

(3) The Disbursing Office will return one copy which shall be filed in the State office.

XI. NOTATION TO BE ENTERED ON ACP-13B WHERE ADJUSTMENTS ARE INVOLVED.

A. Flagging ACP-13B.

When information is received indicating that it will be necessary to make an adjustment in connection with an application under which the initial payment has been made, enter on ACP-13B immediately to the left of the serial number of the application affected by the adjustment the symbol "Adj.". This notation shall be made on both the General Accounting Office and Disbursing Office copies of ACP-13B which are on file in the State office.

B. Scheduling final payment.

For those cases in connection with which an initial payment has been made schedule final payments as follows:

1. The applications listed on ACP-13B, the serial numbers of which are not prefixed by the symbol "Adj." will be scheduled for final payment in accordance with the regular procedure.
2. The applications listed on ACP-13B, the serial numbers of which are prefixed by the symbol "Adj." shall be handled by the Adjustment Subunit of the Application Clearance Unit. In such cases the final payment and the adjustment payment will be approved at the same time and forwarded to the Payment Schedule Unit for preparation of schedule forms. When an adjustment case has been settled and scheduled, a check mark (✓) will be entered by a designated clerk in the Payment Schedule Unit to the right of the serial number on the General Accounting Office copy of ACP-13B. If it is found that no adjustment will be made in connection with an application, the serial of which has been prefixed by the symbol "Adj.", remove the symbol "Adj." unless final payments have been scheduled for the other cases appearing on such ACP-13B. If final payments have already been scheduled with respect to such other cases, notify the Payment Schedule Unit by memorandum that no adjustment is necessary in connection with the case which has been marked "Adj." and request that the final payment be scheduled immediately.

MAR 17 1937

Issued March 4, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART VIIb - APPLICATION CLEARANCE UNIT

(Operation No. 7b)

Procedure for Making Setoffs Against Agricultural  
Conservation Payments for Indebtedness to  
United States.

(Pursuant to the Decision of the Comptroller  
General A-51623, issued March 1, 1937)



All cases involving setoffs shall be handled by the special subunit in the Application Clearance Unit charged with the responsibility for handling cases involving returned checks, refunds, claims, adjustments, and other related matters.

I. DEFINITIONS.

As used in these instructions, the following terms shall have the following meanings:

APPLICANT means a person who submitted an application for payment.

COMPTROLLER means the Comptroller of the Agricultural Adjustment Administration, Washington, D. C.

DEBTOR means a person who is indebted to the United States Government by virtue of an overpayment under a commodity contract or an unpaid loan obtained from the Farm Credit Administration or other Government lending agency under its supervision.

INDEBTED TO THE AGRICULTURAL ADJUSTMENT ADMINISTRATION means indebted to the United States Government by virtue of an overpayment under a commodity contract entered into pursuant to the Agricultural Adjustment Act.

INDEBTED TO THE FARM CREDIT ADMINISTRATION means indebted to the United States Government by virtue of an unpaid loan obtained from the Farm Credit Administration or other Government lending agency under its supervision.

REFUND LIST means the list which is submitted to each State office showing the names of persons who are indebted to the United States Government.

ACP-13 means ACP-13, Revised, entitled, "Public Voucher for Agricultural Conservation Payments".



ACP-25 means Form ACP-25, entitled, "Voucher for Agricultural Conservation Payments - Subject to Deductions for Claimant's indebtedness". This form is used to schedule payments in favor of persons who are indebted to the Farm Credit Administration.

ACP-26 means Form ACP-26, entitled, "Receipt in Lieu of Form NCR-17, Application for Payment, and Related Documents, Agricultural Conservation Program". This form is submitted to the Disbursing Office in lieu of NCR-17 in cases where more than one applicant has executed the same application and one or more of such applicants are indebted to the Farm Credit Administration.

ACP-27 means Form ACP-27, entitled, "Facing Sheet for Form NCR-17, Application for Payment, and Related Documents, Agricultural Conservation Program". This form is used in conjunction with ACP-26.

ACP-30 means Form ACP-30, entitled, "Notice of Indebtedness to the Agricultural Adjustment Administration". This form is used to determine from the Comptroller the exact amount of the applicant's indebtedness and to determine the appropriation which is to be credited when the setoff has been effected.

Form 1096 means Standard Form No. 1096, entitled, "Schedule of Voucher Deductions". This form is used to schedule all amounts due the Agricultural Adjustment Administration which have been set off by means of checks authorized in favor of the Treasurer of the United States.

## II. APPLICANT INDEBTED TO AGRICULTURAL ADJUSTMENT ADMINISTRATION.

A. If it is determined that an applicant is the same person as the one whose name appears on the refund list and the code on the refund list opposite the name of such person shows that he is indebted to the Agricultural Adjustment Administration, proceed as follows:

### 1. Form ACP-30.

#### a. Purpose.

This form shall be used to provide the State office with the exact amount of the applicant's indebtedness and the appropriation(s) to which the amount set off shall be credited.

#### b. Preparation of ACP-30.

(1) Prepare Part I of ACP-30 in quadruplicate (original and three copies).

(2) Enter in the blank space after the word "issued" and over the word "date" the date on which the



current refund list was received in the State office.

- (3) Enter in the blank space on the next line over the words "name of person", the debtor's name.
- (4) Enter in the next line in the blank space following the dollar mark (\$), the amount of the indebtedness shown on the current refund list.
- (5) Enter in the next line in the space over the words "name of", etc., the type of contract, such as, 1934 cotton, 1935 corn-hog, etc., and enter the State and county code and serial number of such contract.
- (6) Enter in the next blank space following the dollar mark (\$), the amount of payment which would have been paid to the applicant under the Agricultural Conservation Program if he were not indebted to the United States.
- (7) Indicate in the space provided for remarks, all additional information which may be deemed necessary, such as, "Amount of indebtedness unknown", "debtor's name not shown on refund list", or "indebtedness due under several contracts". (If a refund is due under more than one contract, identify such contracts by State and county code and serial number.)
- (8) The certifying officer shall sign the original of ACP-30 in Part I in the space provided for his signature and shall enter the date the form is prepared and the address of the State office. The name of the certifying officer, the date, and the address of the State office shall be typed on all copies.

c. Distribution of ACP-30.

Transmit the original and two copies to the Comptroller. File the remaining copy in a chronological file awaiting the return of the original from the Comptroller..

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Note: The Comptroller will determine whether the debtor is still indebted to the United States. If he determines that the debtor is no longer indebted to the United States, paragraph 1 of Part II of ACP-30 will be deleted. However, if the indebtedness has not been liquidated, the Comptroller will indicate in paragraph 1 thereof

- (1) The exact amount of the indebtedness,
- (2) The appropriation to be credited,
- (3) The name of the disbursing officer who issued the overpayment,
- (4) The disbursing office voucher number, and
- (5) All other information which is deemed essential to effect final disposition of the case. For example: If more than one appropriation is to be credited, the Comptroller will indicate the title and symbol of each such appropriation and the amount which shall be credited to each.

The Comptroller will return the original of ACP-30 to the State office and will file the other copies.

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d. Completion of ACP-30.

- (1) Upon receipt of the original of ACP-30 from the Comptroller,
  - (a) Enter in the upper right-hand corner of the original and copy of such form the serial number of the application which was submitted by the debtor.
  - (b) Enter on the application beneath the space provided for the certification of the administrative officer and on the copy of the computation form, the words "See attached Form ACP-30".
  - (c) Attach the original of ACP-30 to the application and the copy thereof to the copy of the computation form.

2. Preparation of Forms ACP-13, ACP-14, and ACP-22.

- a. Prepare ACP-13 as set forth in NCR-20, Revised, Part VI, except as provided herein.
  - (1) Prepare ACP-13 in octuple (original and seven copies) and type on the extra copy the words "For Comptroller, AAA".
  - (2) The amount to be entered in column (c) opposite the name of the debtor shall be the amount for which the check is to be drawn in favor of the debtor (the net payment due under the debtor's

application less the amount of indebtedness). If the amount of the indebtedness exceeds the net payment due the debtor, the debtor's name shall not be scheduled on ACP-13.

- (3) On the line below that on which the debtor's name is listed
  - (a) Enter in column (a) the serial number of the debtor's application.
  - (b) Enter in column (b) the words "Treasurer, United States", and immediately following such words, enter the symbol and title of the appropriation which is to be credited. This information shall be obtained from Part II of ACP-30. Following the designation of the appropriation, enter in parenthesis the debtor's name. In the event more than one appropriation is to be credited, make a separate entry for each such appropriation.
  - (c) Enter in column (c) the amount of the indebtedness which is being deducted from the debtor's payment.
  - (d) Indicate in column (d) the schedule number of Form 1096 upon which the deduction is being scheduled.
- (4) Payments in favor of applicants not indebted shall be scheduled in the regular manner.
- (5) The totals for ACP-13 shall include the amount scheduled in favor of the Treasurer of the United States, as well as the amounts in favor of the debtor(s) and other applicants.

b. Prepare ACP-14 as set forth in NCR-20, Revised, Part VI, except as set forth herein.

- (1) After the words "et al," following the name of the first payee, enter " \_\_\_\_\_ payees" and insert the total number of payees covered by ACP-14. In determining the total number of payees the Treasurer of the United States shall be counted as one payee even though more than one setoff has been scheduled on a set of Forms ACP-13. If only one application is listed on ACP-13 and the applicant's indebtedness is in excess of the net payment due, enter the name of the debtor, but do not use the phrase "et al." after the debtor's name. Immediately following the debtor's name, make the following notation: "Check to be drawn to the Treasurer of the United States, account



of indebtedness to United States".

- (2) In the blank space in the lower left-hand part of ACP-14 opposite the space for the signature of the certifying officer, enter "applicants \$ \_\_\_\_\_", and insert the total amount approved for all applicants listed on the related set of Forms ACP-13. Immediately beneath such entry, enter "Treasurer, United States, \$ \_\_\_\_\_" and insert in the blank space the total amount approved in favor of the Treasurer of the United States. Immediately beneath such entries, enter the sum of these two amounts. This sum must equal the amount entered in the certification on ACP-14.

c. Prepare ACP-22 as set forth in NCR-20, Revised, Part VI.

3. Form 1096.

a. Purpose.

Form 1096 shall be used to authorize the disbursing office to issue a check in favor of the Treasurer of the United States for the amount of any setoff and will indicate the proper appropriation which is to be credited.

b. Preparation of Form 1096.

- (1) Prepare a set of Forms 1096 in decuple (original and nine copies) for each set of Forms ACP-22 which cover vouchers on which payments are scheduled in favor of the Treasurer of the United States.
- (2) Enter in the first line in the upper right-hand corner the schedule number. Assign No. 1 to the first set of forms and assign consecutive numbers to each succeeding set of forms until the end of the fiscal year. If more than one sheet of such form is used, number such sheets consecutively, beginning with No. 1.
- (3) Enter in the third line in the upper right-hand corner over the word "date" the date the form is prepared.
- (4) Enter over the words "Department or Establishment" the word "Agriculture".
- (5) Enter over the words "Bureau or Office", the letters "A.A.A." and the name of the State office.
- (6) Enter after the words "Made by" and over the word "name" the name "G. F. Allen"; enter over the word



"Title" the words "Chief Disbursing Officer"; and enter above the word "Station", the city and State where the Regional Disbursing Office is located.

- (7) Enter immediately following the word "Period" and above the words "Month or Quarter Ending", the month during which it is anticipated that the Disbursing Office will handle the form.
- (8) Enter the Disbursing Office symbol number in the space provided therefor. This number may be obtained from the Disbursing Office.
- (9) Make no entry in the column headed "D.O. Voucher Number".
- (10) Enter in the column headed "Bureau or Office Voucher Number" the administrative number(s) of Form(s) ACP-14 on which setoffs are scheduled.
- (11) Enter in the column headed "Appropriation and/or Fund to be Credited", the symbol and title of the appropriation to be credited, followed by the name of the debtor in parenthesis.
- (12) Enter in the column headed "Amount of Deduction", the amount of the setoff to be credited to the appropriation appearing on the same line in the preceding column.
- (13) Enter in the column headed "Remarks" the name of the Disbursing Officer and the Disbursing Office voucher number(s) under which the overpayment was made. Such information shall be taken from Part II of ACP-30.
- (14) Enter the total of the items listed in the column headed "Amount of Deduction" in the space provided therefor.
- (15) The original shall be signed by the certifying officer and his name shall be typed on all copies.
- (16) Make no entries below the signature of the certifying officer.

c. Distribution of Form.

- (1) Transmit the original and four copies of Form 1096 together with the usual number of copies of ACP-13, ACP-14, ACP-22, the applications, and other related forms to the General Accounting Preaudit Office.
- (2) Upon the return of a copy of ACP-13 from the

General Accounting Preaudit Office, transmit one copy of Form 1096 to the following:

- (a) Accounting and Bookkeeping Division,  
General Accounting Office.
  - (b) Division of Bookkeeping and Warrants, Treasury  
Department.
- (3) Upon the return of a copy of Form 1096 from the Regional Disbursing Office, bearing the information relative to check numbers, dates, and amounts, enter such information on the remaining three copies and transmit one copy of Form 1096 to the following:
- (a) Office of Budget and Finance, Department of  
Agriculture.
  - (b) Office of the Comptroller, Agricultural  
Adjustment Administration (attach Comptroller's  
copies of related Forms ACP-13).
  - (c) State Accountant (the copy returned from the  
Regional Disbursing Office).
  - (d) State office files.
- (4) The Regional Disbursing Office will transmit one copy of Form 1096 to the Records and Accounts Section, Agricultural Adjustment Administration.

### III. APPLICANT INDEBTED TO THE FARM CREDIT ADMINISTRATION OR COMMODITY CREDIT CORPORATION.

A. If it is determined that an applicant is the same person as the one whose name appears on the refund list and the code on the refund list opposite the name of such person shows that he is indebted to the Farm Credit Administration or the Commodity Credit Corporation, proceed as follows:

1. Approve the application in the usual manner.
2. Prepare in accordance with the procedure outlined in NCR-20, Revised, Part VI, Forms ACP-13, ACP-14, and ACP-22 for applicants not indebted, if any, who joined with the debtor in executing the application.
3. Form ACP-25.
  - a. Purpose.

ACP-25 is used to schedule payments in favor of persons who are indebted to the Farm Credit Administration.

b. Preparation of Form.

- (1) Prepare ACP-25 in quintuple (original on ACP-25 and four copies on ACP-25a)
- (2) Enter in the upper right-hand corner in the blank space following the words "Bureau Voucher Number", the administrative number. This number will be the State and county code followed by the block number.
- (3) Enter in the blank space following the word "Name", the name of the debtor.
- (4) Enter in the blank space following the word "Office" the letters "A.A.A." followed by the name of the State office.
- (5) Enter in the space following the word "Address" the address of the debtor, complete as to street and box number.
- (6) Enter in the space following the words "Prepared at", the address of the State office.
- (7) Enter on the next line in the blank spaces over the words "State", "County", "Application Serial Number", the State and county code and serial number of the debtor's application.
- (8) Enter in column 1, entitled, "Gross Amount" the gross amount of the payment computed for the debtor.
- (9) Enter in column 2, entitled, "Deduction - County Association Expense", the percentage of such deduction, and the amount to be deducted for administrative expenses.
- (10) Enter in column 3, entitled, "Net Amount to Claimant (Subject to Deduction)", the net amount due the debtor after deduction of administrative expenses.
- (11) Make no entries in the remaining columns.
- (12) The original shall be signed by the certifying officer who shall affix his title in the space provided therefor and insert the date on which the form was certified. The name of the certifying officer, his title, and the date certified shall be typed on all copies.
- (13) Make no entries beneath the certification of the certifying officer.

c. Distribution of Form.

- (1) Transmit the original and two copies of ACP-25 to the General Accounting Preaudit Office.
- (2) Transmit one copy of ACP-25 to the State accountant.
- (3) File the remaining copy in the State office, alphabetically in State and county order.
- (4) The General Accounting Preaudit Office will return an approved copy of ACP-25 which shall be filed with the copy in the State office files.

4. Forms ACP-26 and ACP-27.

a. Purpose.

Where an NCR-17 was executed jointly by a person indebted to the Farm Credit Administration and by one or more persons not indebted, ACP-26 shall be prepared in the State office to accompany Forms ACP-13, ACP-14, and ACP-22 (prepared for applicants not indebted) to the Regional Disbursing Office in lieu of NCR-17. In such cases, ACP-27 will be prepared to accompany ACP-25 and NCR-17 to the Comptroller.

b. Preparation of Forms.

- (1) Prepare ACP-26 in triplicate (original and two copies).
- (2) Make no entry in the space provided for the D.O. voucher number.
- (3) Enter in the space provided for the bureau voucher number, the bureau voucher number shown on the related ACP-25.
- (4) Enter on the next line in the space provided therefor, the State and county code and the serial number of the NCR-17 for which this form is prepared.
- (5) Enter on the next line in the space following the word "Form" and before the word "Application" the designation "NCR-17".
- (6) Enter in the space above the word "Station" the name of the city and State in which the General Accounting Preaudit Office is located.
- (7) Enter in the space above the words "Name of Debtor-Payee", the name of the debtor.



- (8) Enter in the space after the words "Application of \$ \_\_\_\_\_" the net amount due the debtor as shown in column (q) of NCR-17.
- (9) Enter in the following spaces the names of other applicants appearing on NCR-17 executed by the debtor and enter opposite the name of such applicants in the space provided therefor, the net amount of payment due such applicants as shown in column (q) of NCR-17.
- (10) Prepare ACP-27 in triplicate (original and two copies).
- (11) Make no entry in the space provided for the D.O. Voucher Number.
- (12) Enter in the space provided for the bureau voucher number, the bureau voucher number shown on the related ACP-25.
- (13) Enter on the next line in the space following the word "Form" and before the word "Application", the designation "NCR-17".
- (14) Enter in the space following the words "Symbol No.", the D.O. Symbol Number; enter over the words "Location of Station", the city and State where the Regional Disbursing Office is located, and enter over the words "Month and Year of Account", the name of the month which appears on the voucher (ACP-13) from which NCR-17 was withdrawn.
- (15) Enter in the space over the words "Name of Debtor-Payee", the name of the debtor.
- (16) Enter in the space following the words "Application of \$ \_\_\_\_\_" the amount of the net payment due the debtor as shown in column (q) of NCR-17.
- (17) Determine from the coding on the refund list whether the debtor is indebted to the Farm Credit Administration or the Commodity Credit Corporation, and enter the appropriate designation in the space over the words "Farm Credit Administration or Commodity Credit Corporation".
- (18) Enter in the following space the names of other applicants appearing on NCR-17 executed by the debtor and enter opposite the names of such applicants in the spaces provided therefor, the amount of net payment due such applicants, as shown in column (q) of NCR-17. These names and amounts may be entered on ACP-26 and ACP-27 in one operation.

- (19) Both ACP-26 and ACP-27 will be signed by a representative of the General Accounting Preaudit Office. The date of certification will also be entered in that office.

c. Distribution of ACP-26 and ACP-27.

- (1) Transmit the original and one copy of ACP-26 and the original and one copy of ACP-27 together with the related Forms ACP-13, ACP-14, ACP-22, and ACP-25 to the General Accounting Preaudit Office.
- (2) File one copy of ACP-26 and ACP-27 together with a copy of ACP-25 in alphabetical order by State and county code.
- (3) One copy of ACP-26 and ACP-27 will be retained in the General Accounting Preaudit Office. The General Accounting Preaudit Office will transmit NCR-17, the original of ACP-25 and the original of ACP-27, if any, and other related documents to the Comptroller. The General Accounting Preaudit Office will transmit the original of ACP-26 together with ACP-13, ACP-14, and ACP-22 for applicants not indebted to the United States to the Regional Disbursing Office.

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Note: The Comptroller will prepare AD-42 in quadruplicate and transmit the original and all copies together with all forms received from the General Accounting Preaudit Office to the Office of Budget and Finance. The Office of Budget and Finance will retain one copy of AD-42, transmit one copy to the State office, one copy to the Comptroller, the original and all other forms in connection with the settlement, to the Claims Division of the General Accounting Office, Washington, D. C. Upon settlement of the case by the Claims Division of the General Accounting Office, one copy of Form 39a (Certificate of Settlement) and three copies of Form 1096 will be transmitted to the Office of Budget and Finance. The Office of Budget and Finance will forward the copy of Form 39a and two copies of Form 1096 to the Comptroller. The Comptroller will forward one copy of Form 1096 to the Record and Accounts Section, and the other copy of such form, and the copy of Form 39a to the State office.

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B. Final Disposition of Cases Involving Indebtedness to the Farm Credit Administration.

1. Upon receipt of AD-42, such form shall be filed with the copies of related Forms ACP-25, and ACP-26 and ACP-27, if any.

2. Upon receipt of Form 39a and Form 1096, make a notation on the copy of the computation form and on the State office copy of ACP-25 indicating that settlement has been made by the General Accounting Office. Appropriate reference should be made to the particular Form 39a under which settlement was made.
3. Forward Form 39a and Form 1096 to the State accountant.
4. Remove ACP-25, and ACP-26 and ACP-27, if any, from the alphabetical file and file such forms together, by bureau voucher number.

IV. APPLICANT INDEBTED TO BOTH AGRICULTURAL ADJUSTMENT ADMINISTRATION AND FARM CREDIT ADMINISTRATION.

- A. If it is determined that an applicant is the same person as the one whose name appears on the refund list, and the codes on the refund list opposite the name of such person indicates that such person is indebted to both the Agricultural Adjustment Administration and Farm Credit Administration, disregard the procedure set forth in Section II and follow the procedure set forth in Section III.





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1472  
Issued April 15, 1937.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

PART VIIc - CLAIMS AND ADJUSTMENT UNIT

(Operation No. 7c)

PROCEDURE FOR PREPARATION OF ADMINISTRATIVE REPORTS TO THE  
TREASURY DEPARTMENT IN CONNECTION WITH CHECKS BEARING FORGED  
ENDORSEMENTS ISSUED IN CONNECTION WITH THE AGRICULTURAL CON-  
SERVATION PROGRAM IN THE NORTH CENTRAL REGION.

The administrative reports described herein shall be prepared in the  
Claims and Adjustment Unit of the Application for Payment Section.

I. Treasury Department.

- A. Requests for administrative reports - With respect to cases involving checks bearing forged endorsements, the Treasurer of the United States will prepare a form letter requesting information as to whether any reason exists as to why the payee whose name appears on such check should not receive a check in the amount originally certified. Such form letter will be transmitted to the appropriate Regional Disbursing Office from whence it will be forwarded to the State office wherein the application for payment, under which the check was issued, was certified for payment.

II. State Office.

A. Determination of facts.

Upon receipt of a letter in the State office in which a request is made for an administrative report in connection with a case, determine whether any overpayment exists in the account of the payee whose check has been forged or whether there is any other reason why settlement should not be made to the payee for the amount originally certified. Such determination shall be made by:

1. Checking the name of the payee against the names on the latest revised refund list.
2. Checking the files to determine if any correspondence has been received from the county committee to the effect that the payee was overpaid.
3. Examining the file copy of the appropriate computation sheets and voucher forms.

B. Preparation and distribution of administrative reports -  
After determining the facts in connection with a case with respect to which an administrative report has been requested, prepare a report in accordance with paragraph 1, 2, or 3 hereof, whichever is applicable.

1. If no reason exists why settlement should not be made to the payee for the amount originally certified, prepare an undated letter in quadruplicate (original and 3 copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that no reason exists why settlement should not be made. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit A". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. The original and the first and second copies shall be transmitted to the Office of Budget and Finance, Department of Agriculture, Washington, D. C. The third copy and the letter of request from the Treasurer of the United States shall be filed in the State office.
2. Where it is determined that an overpayment exists, determine the correct amount due the payee and the reason why such overpayment was made. After making such determination, prepare an undated letter to the Treasurer of the United States in quadruplicate (original and 3 copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that an overpayment exists. Such letter should also contain a request that the Treasurer of the United States forwarded the check to the Claims Division, General Accounting Office, Washington, D. C., and should include a statement that an administrative report is being transmitted to the General Accounting Office. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit B". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. Also, prepare Form AD-42 in quadruplicate (original and 3 copies) in accordance with existing procedure. The amount of the check in question shall be entered after the words "Amount claimed"; the amount of the overpayment after the words "Differences explained below" and the correct amount due after the words "Approved for". The word "Chargeable" shall be deleted and the word "Charged" inserted in lieu thereof.

and the symbol and title of the appropriation shall be entered immediately to the right thereof. The body of Form AD-42 must contain the following:

- a. Detailed statement relative to the overpayment.
- b. The State and county code and application serial number of the application under which the overpayment was made.
- c. The number and date of the check by which the overpayment was made and the symbol number of the Regional Disbursing Office.
- d. Reference to the fact that the Treasurer of the United States is being requested to transmit the check to the General Accounting Office for settlement.

The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the full name and address of the certifying officer shall be typed on all copies. The original and first and second copies of the letter to the Treasurer of the United States and the original, first and second copies of Form AD-42, together with any papers or correspondence supporting the correct payment, shall be transmitted to the Office of Budget and Finance, Department of Agriculture, Washington, D. C. The letter of request from the Treasurer of the United States, a copy of the letter addressed to the Treasurer of the United States, and a copy of the Form AD-42 shall be filed in the State office.

3. If it is determined from an examination of the refund list that the payee is indebted to the United States in connection with a commodity contract executed with the Secretary of Agriculture or in connection with a loan obtained from the Farm Credit Administration or Commodity Credit Corporation, the State office shall prepare an undated letter in quadruplicate on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that the payee is indebted to the United States. Such letter should also contain a request that the Treasurer of the United States forward the check to the Claims Division of the General Accounting Office, and should include a statement that an administrative report is being transmitted to the General Accounting Office. Such letter should be comparable to the example letter attached hereto and marked "Exhibit C". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies.



The State office shall also prepare Form AD-42 in quintuplicate (original and 4 copies) as set forth in paragraph 2 hereof except that no entries shall be made after the words "Differences explained below" and "Approved for", respectively, and in lieu of the statement relative to overpayment there must be a statement to the effect that the payee has not been overpaid but that due to the fact that the payee is indebted to the United States the Treasurer of the United States has been requested to transmit the check to the General Accounting Office. The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. Transmit the original, first and second copies of the letter addressed to the Treasurer of the United States, and the original, first, second, and third copies of Form AD-42 to the Comptroller of the Agricultural Adjustment Administration, Washington, D. C. The Comptroller of the Agricultural Adjustment Administration will complete the administrative report relative to the amount of indebtedness and transmit the case to the Office of Budget and Finance. The letter from the Treasurer of the United States, a copy of the letter addressed to the Treasurer of the United States, and a copy of AD-42 shall be filed in the State office.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT A

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$\_\_\_\_\_, drawn  
by G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_  
was declined on account of an alleged forged endorsement of the  
payee's name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this payee,  
discloses the fact that no overpayment exists in the account of this  
payee and there appears no reason why settlement should not be made  
with \_\_\_\_\_ in the amount of \$\_\_\_\_\_,  
provided that such person has not received the proceeds of the check.

Respectfully,

Director of Finance.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT B

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$ \_\_\_\_\_, drawn  
by G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_,  
was declined on account of an alleged forged endorsement of the  
payee's name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application, \_\_\_\_\_, executed by this payee  
discloses the fact that an overpayment exists in the account of  
this payee. It is requested that the above-described check be  
transmitted to the General Accounting Office in order that proper  
settlement may be made. An administrative report, relative to the  
account of this payee, has been prepared by this office and is being  
transmitted to the General Accounting Office.

Respectfully,

Director of Finance.





UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT C

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$\_\_\_\_\_, drawn by  
G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_,  
was declined on account of an alleged forged endorsement of the payee's  
name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application, \_\_\_\_\_, executed by this payee,  
discloses the fact that the amount stated above is due this payee  
under such application. The records further indicate that this payee  
is reported to be indebted to the United States.

It is requested that the above-described check be transmitted  
to the General Accounting Office in order that proper settlement may  
be made. An administrative report, relative to the account of this  
payee, has been prepared by this office and is being transmitted to  
the General Accounting Office.

Respectfully,

Director of Finance.

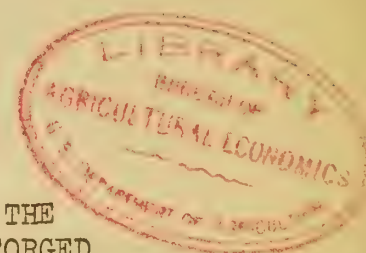


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JUL 27 1937UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

## PART VIIc - CLAIMS AND ADJUSTMENT UNIT

(Operation No. 7c)

PROCEDURE FOR PREPARATION OF ADMINISTRATIVE REPORTS TO THE  
TREASURY DEPARTMENT IN CONNECTION WITH CHECKS BEARING FORGED  
ENDORSEMENTS ISSUED IN CONNECTION WITH THE AGRICULTURAL  
CONSERVATION PROGRAM IN THE NORTH CENTRAL REGION.



The procedure outlined herein supersedes and replaces the  
procedure issued under the same title issued April 15, 1937.

The administrative reports described herein shall be prepared  
in the Claims and Adjustment Unit of the Application for Payment Section.

I. Treasury Department.

- A. Requests for administrative reports.- With respect to cases involving checks bearing forged endorsements, the Treasurer of the United States will prepare a form letter requesting information as to whether any reason exists as to why the payee whose name appears on such check should not receive a check in the amount originally certified. Such form letter will be transmitted to the appropriate Regional Disbursing Office from whence it will be forwarded to the State office wherein the application for payment under which the check was issued was certified for payment. The cases with respect to which reports may be requested are of two types as follows: (1) where no payment has been made by the Treasury Department on the alleged forged checks, and (2) where payment is made by the Treasury Department before the forgery is discovered and recovery has been effected from the endorser. It will be possible to determine the type of cases involved from the form letter.

II. State Office.

- A. Determination of facts with respect to cases where no payment has been made by the Treasury Department.
1. Upon receipt of a letter in the State office in which a request is made for an administrative report in connection with a case of this kind, determine whether any overpayment exists in the account of the payee whose check has been forged or whether there is any other reason why settlement should not be made to the payee for the amount originally certified. Such determination shall be made by:
    - a. Checking the name of the payee against the names on the latest revised refund list.



- b. Checking the files to determine if any correspondence has been received from the county committee to the effect that the payee was overpaid.
  - c. Examining the file copy of the appropriate computation sheets and voucher forms.
2. Preparation and distribution of administrative reports -  
After determining the facts in connection with a case with respect to which an administrative report has been requested, prepare a report in accordance with paragraph a, b, or c hereof, whichever is applicable.
- a. If no reason exists why settlement should not be made to the payee for the amount originally certified, prepare an undated letter in quadruplicate (original and 3 copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that no reason exists why settlement should not be made. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit A". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. The original and the first and second copies shall be transmitted to the Director of the North Central Division, Agricultural Adjustment Administration, Washington D. C. The third copy and the letter of request from the Treasurer of the United States shall be filed in the State office.
  - b. Where it is determined that an overpayment exists, determine the correct amount due the payee and the reason why such overpayment was made. After making such determination, prepare an undated letter in quadruplicate (original and 3 copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that an overpayment exists. Such letter should also contain a request that the Treasurer of the United States forward the check to the Claims Division, General Accounting Office, Washington, D. C., and should include a statement that an administrative report is being transmitted to the General Accounting Office. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit B". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. Also, prepare Form AD-42 in quadruplicate (original and 3 copies) in accordance with existing procedure. The amount of the check in question shall



be entered after the words "Amount claimed"; the amount of the overpayment after the words "Differences explained below" and the correct amount due after the words "Approved for". The word "Chargeable" shall be deleted and the word "Charged" inserted in lieu thereof and the symbol and title of the appropriation shall be entered immediately to the right thereof. The body of Form AD-42 must contain the following:

- (1) Detailed statement relative to the overpayment.
- (2) The State and county code and application serial number of the application under which the overpayment was made.
- (3) The number and date of the check by which the overpayment was made and the symbol number and location of the Regional Disbursing Office.
- (4) Reference to the fact that the Treasurer of the United States is being requested to transmit the check to the General Accounting Office for settlement.

The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the full name and address of the certifying officer shall be typed on all copies. The original and first and second copies of the letter to the Treasurer of the United States and the original, first, and second copies of Form AD-42, together with any papers or correspondence supporting the correct payment, shall be transmitted to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D.C. The letter of request from the Treasurer of the United States, a copy of the letter addressed to the Treasurer of the United States, and a copy of the Form AD-42 shall be filed in the State office.

- c. If it is determined from an examination of the refund list that the payee is indebted to the United States in connection with a commodity contract executed with the Secretary of Agriculture, the State office shall prepare an undated letter in quadruplicate (original and 3 copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that the payee is indebted to the United States. Such letter should also contain a request that the Treasurer of the United States forward the check to the Claims Division of the General Accounting Office, and should include a statement that an administrative report is being transmitted to the General Accounting Office. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit C". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer

shall be typed on all copies. The State office shall also prepare Form AD-42 in quintuplicate (original and 4 copies) as set forth in paragraph 2 hereof except that no entries shall be made after the words "Differences explained below" and "Approved for", respectively, and in lieu of the statement relative to overpayment there must be a statement to the effect that the payee has not been overpaid but that due to the fact that the payee is indebted to the United States the Treasurer of the United States has been requested to transmit the check to the General Accounting Office. The certifying officer shall initial the original and first copy of AD-42 below the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. Transmit the original, first, and second copies of the letter addressed to the Treasurer of the United States, and the original, first, second, and third copies of Form AD-42 to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C. When such forms are examined and approved by a representative of the North Central Division, they will be forwarded to the Comptroller of the Agricultural Adjustment Administration for completion of the administrative report relative to the amount of the indebtedness and for transmission to the Office of Budget and Finance. The letter from the Treasurer of the United States, a copy of the letter addressed to the Treasurer of the United States, and a copy of AD-42 shall be filed in the State office.

B. Determination of Facts with respect to cases where payment has been made and recovery effected from the endorers of forged checks.

1. Upon receipt of a letter in the State office in which a request is made for an administrative report in connection with a case of this kind, determine whether any overpayment exists in the account of the payee whose check has been forged or whether there is any other reason why settlement should not be made to the payee for the amount originally certified. Such determination shall be made as outlined in II, A, 1, supra.
2. Preparation and distribution of administrative reports. After determining the facts in connection with a case with respect to which an administrative report has been requested prepare a report in accordance with paragraph a, b, or c hereof, whichever is applicable.
  - a. If no reason exists why settlement should not be made to the payee for the amount originally certified, prepare an undated letter in quadruplicate (original and three copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to



the effect that no reason exists why settlement should not be made. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit D". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. The original and the first and second copies shall be transmitted to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C. The third copy and the letter of request from the Treasurer of the United States shall be filed in the State office.

- b. Where it is determined that an overpayment exists, determine the correct amount due the payee and the reason why such overpayment was made. After making such determination, prepare an undated letter in quadruplicate (original and three copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that an overpayment exists and indicating the amount of such overpayment. Such letter should be comparable to the sample letter attached hereto and marked "Exhibit E". In the event it is determined that the amount of the overpayment is equal to or greater than the amount of the check in question, the letter should be comparable to the sample letter attached hereto and marked "Exhibit F". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. The original and first and second copies shall be transmitted to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C. The third copy and the letter of request from the Treasurer of the United States shall be filed in the State office.
- c. If it is determined from an examination of the refund list that the payee is indebted to the United States in connection with a commodity contract executed with the Secretary of Agriculture, the State office shall prepare an undated letter in quadruplicate (original and three copies) on stationery of the Office of Budget and Finance, Department of Agriculture, addressed to the Treasurer of the United States, Accounting Division, Washington, D. C., to the effect that the payee is indebted to the United States. The amount of such indebtedness shall not be indicated but a blank space shall be provided in the letter wherein such amount may be inserted by the Comptroller of the Agricultural Adjustment Administration. Such letter shall be

comparable to the sample letter attached hereto and marked "Exhibit G". The certifying officer shall initial the original and first copy beneath the words "Director of Finance" and the name and address of the certifying officer shall be typed on all copies. The original and first and second copies shall be transmitted to the Director of the North Central Division, Agricultural Adjustment Administration, Washington, D. C. The third copy and the letter of request from the Treasurer of the United States shall be filed in the State office. When such forms are examined and approved by a representative of the North Central Division, they will be forwarded to the Comptroller of the Agricultural Adjustment Administration for completion of the administrative report relative to the amount of the indebtedness and for transmission to the Office of Budget and Finance.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT A

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$\_\_\_\_\_, drawn  
by G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_  
was declined on account of an alleged forged endorsement of the  
payee's name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this payee;  
discloses the fact that no overpayment exists in the account of this  
payee and there appears no reason why settlement should not be made  
with \_\_\_\_\_ in the amount of \$\_\_\_\_\_.  
provided that such person has not received the proceeds of the check.

Respectfully,

Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT B

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$ \_\_\_\_\_, drawn  
by G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_,  
was declined on account of an alleged forged endorsement of the  
payee's name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application, \_\_\_\_\_, executed by this payee  
discloses the fact that an overpayment exists in the account of  
this payee. It is requested that the above-described check be  
transmitted to the General Accounting Office in order that proper  
settlement may be made. An administrative report, relative to the  
account of this payee, has been prepared by this office and is being  
transmitted to the General Accounting Office.

Respectfully,

Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT C

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, wherein  
you advise that payment of check numbered \_\_\_\_\_, dated  
\_\_\_\_\_, in the amount of \$\_\_\_\_\_, drawn by  
G. F. Allen, symbol \_\_\_\_\_, payee \_\_\_\_\_,  
was declined on account of an alleged forged endorsement of the payee's  
name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application, \_\_\_\_\_, executed by this payee,  
discloses the fact that the amount stated above is due this payee  
under such application. The records further indicate that this payee  
is reported to be indebted to the United States.

It is requested that the above-described check be transmitted  
to the General Accounting Office in order that proper settlement may  
be made. An administrative report, relative to the account of this  
payee, has been prepared by this office and is being transmitted to  
the General Accounting Office.

Respectfully,

Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT D

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, relative  
to check No. \_\_\_\_\_, dated \_\_\_\_\_, for \$ \_\_\_\_\_,  
drawn by G. F. Allen, Symbol \_\_\_\_\_, to the order of  
\_\_\_\_\_, the amount of which has been recovered through the  
endorsers because of the forged endorsement of the payee's name, you  
are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this payee,  
discloses the fact that no overpayment exists in the account of this  
payee and there appears no reason why settlement should not be made  
with \_\_\_\_\_, in the amount of \$ \_\_\_\_\_,  
provided that such person has not received the proceeds of the original  
check.

Respectfully,

Director of Finance.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT E

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, relative  
to check No. \_\_\_\_\_, dated \_\_\_\_\_, for \$  
drawn by G. F. Allen, symbol No. \_\_\_\_\_, to the order of  
\_\_\_\_\_, the amount of which has been recovered through the  
endorsers because of the forged endorsement of the payee's name, you  
are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this payee,  
discloses the fact that an overpayment exists in the account of this  
payee in the amount of \$ \_\_\_\_\_. The amount of this overpayment  
should therefore be deposited to the appropriation \_\_\_\_\_.  
There appears no reason why payment should not be made to  
\_\_\_\_\_ in the amount of \$ \_\_\_\_\_, provided such person has not  
received the proceeds of the original check.

Respectfully,

Director of Finance.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT F

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, relative  
to check No. \_\_\_\_\_, dated \_\_\_\_\_, for \$ \_\_\_\_\_,  
drawn by G. F. Allen, symbol \_\_\_\_\_, to the order of  
\_\_\_\_\_, the amount of which has been recovered  
through the endorsers because of the forged endorsement of the payee's  
name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this  
payee, discloses the fact that the payee is not entitled to any part  
of the above check. The amount of the check should, therefore, be  
deposited to the appropriation.

Respectfully,

Director of Finance.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

EXHIBIT G

Treasurer of the United States,  
Accounting Division,  
Washington, D. C.

Sir:

Re:

In reply to your letter of \_\_\_\_\_, relative  
to check No. \_\_\_\_\_, dated \_\_\_\_\_, for \$  
drawn by G. F. Allen, symbol No. \_\_\_\_\_, to the order of  
\_\_\_\_\_, the amount of which has been recovered  
through the endorsers because of the forged endorsement of the  
payee's name, you are advised as follows:

An examination of the records relative to the agricultural  
conservation application \_\_\_\_\_, executed by this payee,  
discloses the fact that the amount stated above is due this payee  
under this application. The records further indicate that this  
payee is indebted to the United States in the amount of \$ \_\_\_\_\_.  
The amount of such indebtedness should therefore be deposited  
to the appropriation \_\_\_\_\_. There appears no reason  
why payment should not be made to \_\_\_\_\_ in the amount  
of \$ \_\_\_\_\_, provided such person has not received the proceeds  
of the original check.

Respectfully,

Director of Finance.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

1625-1649

By JOHN RICHARDSON

Vol. I

From 1625 to 1628

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Sign of the Gun, in St. Dunstons Church-yard, 1725

By Authority, R. Baldwin, Printer

to His Majesty, in Great-Britain

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